Onboarding at a glance
What is Plug-in?

Our global 90-day program is designed to ensure every new employee received a warm welcome and is equipped with the tools and resources to become productive.

The program consists of 3 checklists, one for each of the main roles, which are:

**New Hire**
- Owns his/her own development on the company
- Completes the MyLearning Link curriculum “Plug-in General”
- Learns about our company
- Reads and navigates the Schneider Electric portals

**Hiring Manager**
- Owns the onboarding experience of the New Hire
- Plans and prepares for the arrival of the New Hires
- Assigns a Buddy
- Introduces New Hire to the team and key contacts
- Meets with New hire to follow up and check on progress
- Meets with Buddy to follow up and check on progress

**Buddy**
- Assigned person by the hiring Manager
- Does the informal welcoming to the New Hire
- e.g. Tour around the facility

**HRBP**
Knows and understands the program to be a promotor and ambassador of the program

**Onboarding group**
Gives guidance about how to follow the program
Each role has a checklist with activities that might be completed on the first 90 days of employment. The lists are more of a guidance of what is needed, and the 3 key points of the Plug-in program are:

- Frequent one-one meetings with the Manager and Buddy
- The "Plug-in General" training in MyLearning Link
- Setting the yearly objectives on TalenLink performance at the end of the 90 days
NAM Onboarding

Tools and resources

**Congratulatory email**
Once the job offer is accepted the New Hire and Manager will receive an email with valuable information that will facilitate the onboarding process.

**Welcome site**
Check out our welcome external site

**Daily welcome call**
Join us at our daily welcome call, every day at 10am CT. Information will be made available on your first day.

**Welcome email on 1st day**
On the first day New Hires get an email with valuable information. A copy of this email is sent to the Manager so, if New Hires don’t get it the Manager can pass it along.

**Internal Onboarding page**
Navigate through our country-specific Onboarding pages.

**HR e-Guide**
The Guide provides a thorough overview of our HR offers.

**Orientation session**
Depending on your the location New Hires will be invited to join a New Hire orientation session to learn more about the HR and IPO offer for your country.
New Hire

How do I participate in the program?
Download your checklist and follow the activities listed there. Be sure to follow the three key activities:

• Regular one-on-one meetings with your Manager and Buddy
• Complete the “plug-in” curriculum in MyLearning Link
• Upload your yearly goals on TalentLink

What is expected from me?

• To take ownership of your own development
• To learn about our history, values and what makes Schneider great
• To participate in our campaigns and programs
• To collaborate with your team and other groups
• To be open to change
• To be a promoter for our brand
• To look for ways to improve our processes, products and services

Your career is in your hands, take ownership of it! The sky is the limit!
Manager

What is expected from me?

As a Manager you are in charge of:

Coordinating with HR to guarantee your new team member is properly hired in the systems.

Providing the necessary assets:

- Assigned space at the office, desk, and chair
- Computer, phone, cellphone, car, system accesses, etc
- Introduce your New Hire to the team and key contacts
- Build a training and Onboarding plan
- Assign a Buddy
- Give time and support for New Hire to complete the “Plug-in general” curriculum in My Learning Link
- Meet regularly with your New Hire to discuss progress and clarify questions
- Establish SMART objectives on TalentLink Performance

We expect you to own the Onboarding experience of your team!
**Buddy**

**Why should I participate as a Buddy?**

- Being a Buddy will help you to increase your work and personal network.
- Will position yourself as a role model for our values.
- Will allow you to make a difference in the career of someone else.

**What is expected from me?**

To guide your fellow co-worker on his/her onboarding. These are the type of activities you can perform.

- Tour around the facility
- Introduce your co-worker with key people around the building
- Explain how the cafeteria works at your facility
- Have lunch together on their 1st day
- Explain how to use the copy machine
- Explain how to make local and international calls
- Share information about the nearby restaurants
- Discuss the “plug-in” curriculum
- Answer questions about the organization, the department and the region.
- Support them on the job specific training
- Just be there

**Remember we can all be a Buddy!**
Regional Process

**SESA generation**

The SESA is our global identification number. It is composed by the word SESA and a set of numbers.

In Canada and US PeopleLink manages the New Hires’ data entry into the system and SESA ID generation. For Mexico it is the Payroll team who is in charge of the process. They use the information entered on TalentLink recruitment and additional personal information provided by the recruiter.

It is important when filling out the form on TalentLink that we enter accurate information, since it will be used on the New Hire register.

**SESA generation for rehires**

Once you have a SESA ID assigned it will be your identification number forever. Rehires will retain their previous SESA ID number when they rejoin the company.

**SESA generation for contractors**

Contractors are not entered into TalentLink so if they need a SESA ID their Manager will need to create the number into IAM. For instructions on how to do so, please refer to the following link, which will direct you to the job aid posted on Box.  

https://schneider-electric.box.com/s/vrgbhqk8a79kq385hxg2
**Assets**

Desk Computer, laptop, desk phone, mobile phone, accessories and system access

Please open a ticket with the 2929it group to request the electronic assets, use the “New Hire On boarding in North America” Ticket to do so. The system will request the SESA ID to be able to create the ticket.

**Workspace**

Work with the office administrator to assign a workstation or office to your new hire; make sure all needed assets are available, e.g. chair. If needed, contact the purchase department of your location for additional items.

**Badge**

In Canada and US please contact your facility Manager. In Mexico please contact the Payroll department.
Segmentations

**Internal transfer, hourlies, interns and contractors**
At the moment we don’t have an Onboarding offer specific for all the type of employees, however we invite all Managers and employees to follow the structure of the Plug-in program as a best practice to onboard employees.

**International transfers**
Even though we don’t have a specific offer for international transfers we invite them to participate in the program and to use the resources we have available. If desired we can send the 1st day welcome messages to them, just let us know about the transfer, we would need the name and SESA ID of the employee and the effective date of the transfer.

**Contact us**
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