

HR Onboarding Road Map

Onboarding App access

Pre-onboarding information, messages, announcements

OHS & FP training

Occupational Health and Safety and Fire Protection e-learning online in Instructor App.

Working Rules Policy

Familiarization with Working Rules Policy, practical information

Start day

Initial training

Onboarding PPT presentation "Welcome to ING", overview of benefits, Intranet and other information

Company assets

Handover of PC, access card

Other IT accesses

Requests via One Identity App

ORM/IRM training

In person or via Teams

Health & Safety

As authorised person will physically guide the newcomer through the workplace and show them the escape routes and fire protection features

Objectives setting for the adaptation period

Interim consultation on the objectives set for the adaptation period with your manager

Final evaluation of the objectives set for the adaptation period

Offer letter acceptance

Background check

Pre-employment screening

Photo

Sending for employee card

Contract signing

Signing of employment contract

Administration of onboarding formalities

Signing of other labor law documents, documents provided by the employee

Buddy assignment

Your assigned buddy will guide you through adaptation period

Induction into the new job and introduction to the new colleagues and team

Provided by hiring manager or buddy

ING University

Additional mandatory trainings for newcomers online in Workday

DC Portal

Online signing of Taxpayer Declaration

Meeting with HR to check the employee's satisfaction

In the middle of the probation period

Setting the objectives for the following period

(Step Up Performance Management) and the employee's Individual Development Plan in WORKDAY

End of probation period