



**PASSION  
TO  
INNOVATE** | **POWER  
TO  
CHANGE**

## Your Onboarding Checklist

For new employees (For field employees; for Bayer Zydus Pharma Pvt. Ltd. and Bayer Pharmaceuticals Pvt. Ltd.)



Science For A Better Life



# HELLO AND WELCOME TO BAYER

This checklist is designed to assist you during your first few days and weeks. The aim is to help you integrate fully and smoothly into your new workplace.

*As you begin your career with Bayer we are committed to providing you with the tools, challenges and responsibilities necessary for your development and growth within our organization. You will find that our collaborative spirit and supportive nature is the foundation of our culture.*

Your orientation program spans the first three months with Bayer and is divided into four phases.

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Your onboarding process is as easy as 1, 2, 3, 4

**Phase 1** Before You Arrive

**Phase 2** Your First Day

**Phase 3** Your First 30 Days

**Phase 4** Your First 90 Days

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This onboarding checklist will help guide you through the process and lists various tasks that you are required to complete. This checklist is a general guideline and is intended to let you, the employee, know what to expect in your first 90 days. The actual checklist items and orientation requirements may differ by functional area and position, and you may have additional items to complete in your orientation plan outlined by your Manager.

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# Your Checklist at a Glance

## Phase 1

### Before You Arrive

- 1.1 Review your Offer Package
  - 1.2 Visit: [hello.bayer.com](https://hello.bayer.com)
  - 1.3 Call your manager
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## Phase 2

### Your First Day

- 2.1 Hello!
  - 2.3 Meet with / Contact your Manager
  - 2.4 Review resources
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## Phase 3

### Your First 30 Days

- 3.1 Review status of your Orientation Plan with your Manager
  - 3.2 Review resources and procedures
  - 3.3 Complete New Employee Training
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## Phase 4

### Your First 90 Days

- 4.1 Review status of your Orientation Plan with your Manager
- 4.2 Review other systems relevant to your department or job
- 4.3 Review Sales Incentive Process
- 4.4 Identify and schedule further training



# Your Onboarding Checklist

Many Bayer people will be involved in supporting and guiding you through your orientation process to ensure your success right from the start. The following are key people who will work together with you during your orientation process.

## Your Manager

Your Manager is responsible for making sure your orientation process successfully integrates you into your job. They will meet with you regularly to provide feedback and answer any questions or concerns you may have.

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## Your HR Business Partner

Your Human Resource Business Partner is there to assist and respond to any questions you may have.

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## You

You are also responsible for your success in the onboarding process. Please make sure you ask questions, raise concerns and expectations with your Manager. If you require further clarification or assistance, once you have started, please refer to HR//direct online, or call HR Gateway 022 2531 3377, or you may contact your Human Resources Business Partner.



# 1

## Phase 1

# Before You Arrive

To prepare you for your first day at Bayer, there are a number of things that you need to do. The following list outlines these activities and we ask that you complete them before your start date. If you have any questions or need any additional information, please contact your Manager or Recruiting team.

## 1.1 Review your Offer Package

Complete and email the following documentation to your recruiter to expedite the hiring process:

- Signed Offer Letter
  - Personal details in the excel sheet which has been provided to you.
  - Scanned copy of PAN card.
  - Resignation acceptance from previous employer / manager through official e-mail ID / company letter head with last working day mentioned OR relieving letter from previous employer is a must (Mandatory requirement to join Bayer).
  - Ensure that all document mentioned in your welcome/offer e-mail are kept ready before you join.
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### 1.2 Visit [hello.bayer.com](http://hello.bayer.com)

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- We have provided information on this site to start your orientation with Bayer. It is important for you to review the information to help you prepare for your onboarding. The “helloBayer” website link was sent to your personal e-mail address with a username and unique password.
- You will have access to this link for ten days after your first day of work

### 1.3 Call your Reporting Manager / HR Recruiting Manager.

	Name	Contact Number
Reporting Manager		
HR Recruiting Manager		
HR Business Partner		

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- Speak to your Manager to discuss your first day
    - Where and who to meet, expectations, etc.
    - Any outstanding questions.
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# 2

## Phase 2

# Your First Day

Welcome to your first day at Bayer. Today you'll meet members of your team, learn more about your role, become acquainted with your work space and gain access to tools that will help you become a productive member of the team.

## 2.1 Hello!

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You will need to submit documents for records.

- Joining forms, Xerox copies of documents, photograph, nominations for PF, Superannuation, Gratuity, Medical Insurance & Bayer Application form.
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You will be introduced to your team (where applicable).

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Documents to be submitted to Regional Admin / Regional Support which will be sent to HR



# 2

## 2.2 Meet with your Manager

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Review expectations & policies.

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Review your Orientation plan and process

Each department will have specific information, policies and processes that you will need to get familiar with over the next three months.

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Understand what is expected of you for the first week

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Review any key projects, tasks, and meeting dates

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## 2.3 Meet with your Buddy (where applicable)

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Get introduced and be familiar with your Buddy





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## Phase 3

# The First 30 Days

Your first month is an exciting time and you'll learn lots about Bayer. Asking questions and taking advantage of the resources available will help you become more comfortable and familiar with your new role. Be sure to visit the HR portal, HR//direct online to enroll in any new required training.

## 3.1 Review status of your Orientation Plan with your Manager

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- Review any work projects, assignments, tasks, or training.

## 3.2 Review resources and procedures

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- Obtain promotional inputs, sample carrying bag, helmet, imprest cash and visiting cards
- Understand DCMS online reporting system
- Any key department procedures

### Payroll Issues

- Contact HR Gateway at 022 25313377 or via e-mail at [inhrdirect@bayer.com](mailto:inhrdirect@bayer.com)
- You can check your pay slip which will be forwarded to your personal email id.



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### 3.3 New Employee Training

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Induction Program

- Attend classroom Induction Program “Aarambh”
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Discuss any job specific training with your manager

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### 3.4 Work with your Buddy

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Interact with Buddy to understand work processes

- Orientation on administrative processes viz. work planning, reporting etc.



# 4

## Phase 4

# Your First 90 Days

As you move beyond your first month and become familiar and comfortable with your role, you'll have the opportunity to assess your goals, set performance objectives and create a development plan for the year. We wish you every success as you become an active member of the Bayer team.

## 4.1 Review the status of your Orientation Plan with your Manager

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- Complete your Orientation Plan and review it with your Manager
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## 4.2 Review other systems relevant to your department or job

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- Review other systems/processes relevant to your department or job such as:
  - Monthly reports.
  - Other key computer systems, standard operating procedures or databases required for your job.
  - Calendar of monthly/weekly meetings, e.g. department, business group.

## 4.3 Review Sales Incentive Process with your Manager

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- Plan and complete Business Objectives / Sales Targets and Life Objectives



# 4

## 4.5 Work with your Buddy

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### Interact with Buddy to understand work processes

- Field Experience Sharing
- Accompany Buddy to observe the roll-out of various promotional activities
- Facilitate in-clinic effectiveness via observation and feedback
- Buddy program review meeting with ABM (In presence of ZBM and HR//BP)