



*Be part of a
winning team.*

Be Bayer.

Your Onboarding Checklist

For new employees

Be part of a winning team.

Be Bayer.



WELCOME TO BAYER

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

Please note: You can access the links of this page after your first working day, when you are connected to the Bayer VPN. Before your first working day this list gives you mainly an overview of upcoming tasks during your first days and weeks.

Tasks in your first days as a new employee

Before Your First Working Day

- Ensure all of your new hire paperwork is completed and submitted to HR.
- Speak to your manager to discuss your first day:
 - Where to meet, building access, parking
 - When to meet
 - Who to meet
 - What to expect on the first day, dress code etc.

Main tasks to get started

- Get to know your colleagues e.g. by scheduling (informal) coffee chats.
- Review with your Buddy, who assists you during your onboarding activities to introduce you to your working environment.
- Agree upon your role, expectations and priorities with your manager.
- Discuss your personal orientation plan with your manager.

Technology

- I received my office equipment (laptop, phone, headset etc.).
- I received my Bayer login credentials CWID (Concern Wide User Identification).
- All necessary business tools are set up.
- Get to know relevant technical tools (Outlook/Teams) and required information if working remotely (IT Information Plattform).
- Create your Bayer email signature: [Mail Footers](#)

Be part of a winning team.

Be Bayer.



Workplace

- Review safety guidelines, evacuation procedures and first aid equipment with your manager.
- Get to know your working environment including lunchrooms /cafeteria.

Tasks in your first weeks as a new employee

Further information

- Visit the intranet page "[New@Bayer](#)", which provides helpful information and links to get started.
- Check our intranet "[BayerNet](#)" and employee self-service portal "[go/myServices](#)" to obtain further information.
- Get familiar with following topics:
 - Policies
 - Holidays and working hours
 - Corporate credit card
 - Travel and expenses
 - Payroll, rewards, benefits
- Attend the induction course "Discovering Bayer", which provides a closer look at Bayer. It will be shown as recommended in your "to do training list": [go/MyLearning](#)
- Please define your goals within your first weeks of work. You will find helpful information on our SharePoint: [go/you](#)