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| --- | --- |
| **EMPLOYEE DETAILS** | |
| Name & Surname of Employee |  |
| Company ID |  |
| Q-Number |  |
| Department Name |  |
| Department Code |  |
| Position Title |  |
| Start Date |  |
| Line Manager |  |
| Assigned Buddy  (Colleague nominated by manager to support new associate for the first 3 months.) |  |

**By virtue of signature/s, I acknowledge that the topic specific information was communicated/ presented to me and that I understand the contents thereof.**

**I further confirm that I am empowered to raise any concerns/ questions related to the topic/s with my direct manager.**

*(Please sign next to each line item below).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAY 1 – GETTING STARTED** | | | | |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| ID Access | HRBP | Accompany new employee to Access Control Office for Access Card collection. |  |  |
| Welcome | Line Manager  HRBP | * Watch OHSE induction video [(Midrand and Menlyn IT Hub)](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0088597/native) * Watch [OHSE induction video](file:///\\africa.bmw.corp\winfs\ZA-data\ZA\ZA_Intranet\IMS\Training%202013\Induction_Videos_2022\Site_Induction_Employee_English.mp4) (Plant Rosslyn). * Sign training attendance register. * [Acknowledgement and Acceptance of HSE Rules](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0004835/native) *(signed copy to be sent to HRBP & Line Manager)* |  |  |
| Department Introduction | Line Manager  HRBP | * Conduct brief overview of department and introduction to colleagues. * Introduce the allocated buddy to new employee. |  |  |
| Department Introduction | Buddy | * Walk through tour with new employee. |  |  |
| Hardware handover | Line Manager | * Provide new employee with laptop, YubiKey and headset. |  |  |
| Manager Briefing | Line Manager | * Presentation on the specific processes of your department and an overview of the [organizational structure](https://orgchart.bmwgroup.net/main/). |  |  |
| Dress Code | Line Manager | * Discuss BMW Dress Code guidelines. |  |  |

| **WEEK 1 – GENERAL** | | | | |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| Device Set-up | Line Manager | * Mapping Access Card for printing: [ELAN](https://elan.bmwgroup.net/mat.html). * CI: Configure e-mail signature in Outlook * Request Mobile Working, if applicable: * Available on [WUSS](https://wuss.bmwgroup.net/#x0=MobileWorkRequest&x1=Index&areaId=0&topNavId=1&subNavId=2066&langId=en). * For any queries, contact IT Service Desk: [bmwhelpdesk@bmw.co.za](mailto:bmwhelpdesk@bmw.co.za) |  |  |
| Manager Discussion | Line Manager | * Meeting to discuss responsibilities, expectations, and targets with new employee (Job Description). * Planning of initial tasks/objectives/projects. |  |  |
| Performance Appraisal | Line Manager | The manager together with the employee to set targets based on the performance appraisal process for the appropriate job grade:   * Refer to individual Target Agreement template. * Refer to Individual [Development Plan template](https://contenthub.bmwgroup.net/documents/4267305/4282253/Individual_Development_Plan_%28IDP%29_template.docx/83dea691-8927-8181-2a94-9d5e64fb39b2). * Refer to Competency Assessment template. * Refer to Competency [Matrix template](https://contenthub.bmwgroup.net/web/plant-rosslyn/newjms). |  |  |
| Folder Access | Line Manager | Request all necessary access rights to data servers/folders: [DIVA](https://diva.bmwgroup.net/) |  |  |
| Fleet Ordering | HRBP  Employee | Vehicle order for new employee on the [Fleet Ordering System](https://hr-portal-africas.bmwgroup.net/web/hr-portal-za/fleet):  if applicable. |  |  |
| BMW SA Policies & HR Instructions | HRBP Employee | Familiarise yourself with the Company Policies & HR Instructions.  [BMW South Africa: Intranet : Human Resources](https://contenthub.bmwgroup.net/web/plant-rosslyn/new_hr_page) |  |  |
| myTMS | Line Manager/ Employee | New employee to start mandatory eLearning Modules on [myTMS](http://mytms.bmwgroup.net/). |  |  |

| **WEEK 1 - OHS COMMUNICATION AND INDUCTION** | | | | |
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| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| Occupational Health & Safety  Standards | JMS Specialist/ Line Manager | **Health and safety policy (applicable BMW sites):** | | |
| [OHS Policy for NSC & Menlyn IT HUB](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0053604/native) |  |  |
| [OHS Policy for Financial Services](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0082045/native) |  |  |
| [Plant Rosslyn JMS Policy](https://gdms2.bmwgroup.net/gdms/document/download/valid/DID-ZA-0082671/native) |  |  |
| **Baseline risk assessment (applicable BMW sites for new employee):** | | |
| Rosslyn |  |  |
| Midrand |  |
| Financial Services Offices |  |
| Menlyn Offices |  |
| Appointments and acknowledgements standard (S-01) |  |
| Confined space entry standard (S-02) |  |
| Energy control and lock out - tag out standard (S-03) |  |  |
| Delineation standard (S-07) |  |
| Emergency preparedness and response standard (S-08) |  |
| Stacking & storage standard (S-09) |  |
| Fire loss prevention standard (S-10) |  |
| Health & safety representatives and committee’s standard (S-11) |  |  |
| Incident management standard (S-13) |  |
| Corporate security standard (S-19) |  |
| Smoking in the workplace standard (S-20) |  |
| Waste management standard (S-22) |  |
| Physical, chemical and biological stressors standard (S-24) |  |
| Occupational Health & Safety  Standards continued | JMS Specialist/ Line Manager | Personal protective equipment standard (S-25) |  |
| Medical surveillance and biological monitoring standard (S-26) |  |
| Compensation fund and claims standard (S-27) |  |
| First aid standard (S-30) |  |
| Ergonomics standard (S-31) |  |
| Periodic testing and inspection of electrical equipment standard (S-34) |  |
| Occupational Health & Safety Specific to your workplace | JMS Specialist/ Line Manager | * New employee to conduct BAPA Assessment: [BAPA](https://contenthub.bmwgroup.net/web/arbeitssicherheit-ergonomie/bapa) * Inform new employee of escape routes; emergency exits; emergency preparedness and response; fire loss prevention; incident management and first aid kit/point/aiders for ALL relevant sites.   *Refer to Site Standards 8; 10; 13 & 30.* |  |  |
| Orientation days  Talent Acquisition/ Organisational Effectiveness | | Day 1: Orientation |  |  |
| Day 2: Plant Tour (where applicable) |  |  |
| Day 3: Brand Mover Training |  |  |
| Day 4: Safety Driving Experience |  |  |
| BAPA Assessments | Employee | * BAPA Assessment (Office workstation analysis)   Home office self-assessment |  |  |
| Workwear/ PPE | Line Manager | * Issue relevant and appropriate PPE. * Demonstrate correct use of issued PPE. * PPE register must be completed. |  |  |

| **FIRST THREE MONTHS** | | | | |
| --- | --- | --- | --- | --- |
| **Topic/Item** | **Responsible** | **Details** | **Date** | **Employee Signature** |
| SRM/Octopus Training | Line Manager | SRM/[Octopus Coupa Training](https://atc.bmwgroup.net/confluence/pages/viewpage.action?spaceKey=OCTOPUS2&title=South+Africa) if relevant to role. |  |  |
| Check in Session  Timeline discussion | HRBP | Consultation session on:  - Employee orientation completion.  - Employee training completion.  - Satisfaction regarding the on boarding process. |  |  |
| Last check-in with Line Manager | HRBP | * Check completion of the Onboarding Checklist * Send completed Checklist to HR Services for the ELIDA upload. |  |  |

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| **TITLE** | **NAME & SURNAME** | **DATE** | **SIGNATURE** |
| Employee |  |  |  |
| Line Manager |  |  |  |
| JMS Specialist |  |  |  |

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| **Change history** | | | | |
| **Version** | **Content of changes** | **Written by**  **Dept. Code**  **Date** | **Reviewed by**  **Dept. Code**  **Date** | **Released by**  **Dept. Code**  **Date** |
| 1.0 | New content in accordance with the revised On Boarding Process, as part of Project tHRive | Phiwokuhle Mahlangu  PZ-AP-ZA-S  2019/08/07 | Althea Foster  PZ-AP-ZA  TBD | Charissa Hector  PZ-AP-ZA  TBD |
| 1.1 | Updated – in line with the revised Onboarding process. | Masego Koboyankwe  PZ-AP-ZA-S  2022/06/08 | Mashianyane Kunene  PZ-AP-ZA-S  2022/06/08 | Markus Fischer  PZ-AP-ZA-S  2022/06/08 |
| 1.2 | Review HR Onboarding Process and Supporting Documents. Update to include OHS checks. | PL-AP-ZA-1  PL-AP-ZA-2/3  2023/03/28 | Ntombifuthi Shongwe  PZ-AP-ZA-5  2023/04/08 | Sharon du Toit  PL-AP-ZA  2023/05/04 |
| 2.0 | Updated – Safety induction videos, Acknowledgement & Acceptance of HSE Rule and Occupational Health & Safety  Standards (links). | Boniswa Mashiloane  PL-AP-ZA-3  2024/05/10 | As per GDMS | As per GDMS |