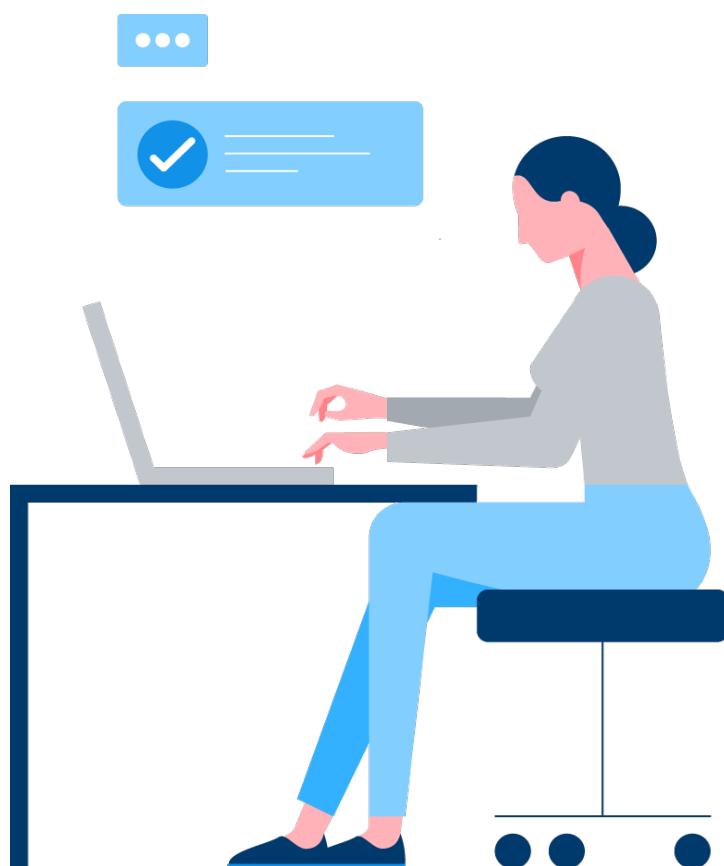


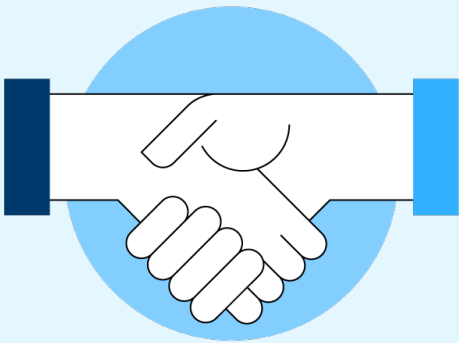
# Start at IBM checklist

IBM Onboarding  
Morocco



# Welcome to IBM Morocco,

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## **Thank you for choosing IBM!**

We are so happy to have you onboard and we trust you had a memorable welcome experience.

You only ever get a first day, week or month once at your new organization, and we want to make it special by ensuring your transition into this new role is as smooth as possible.

Over this next month you will get acquainted with tools, payroll, benefits, learning and more. This checklist will be a great starting point for you. If you ever need help, you can always reach out to us - we are here for you!

We wish you a wonderful journey at IBM!

*Global Onboarding Design and Delivery Leader*

# First day and other firsts

\*w3 ID and Password are required to complete these tasks

- ☐ Ensure you have submitted ALL of all your **ONBOARDING PAPERWORK** which you have received prior to your joining date. These were sent to you via email from your Onboarding Success Partner (OSP).
- ☐ Collect your **IBM LAPTOP** from the Devices Team at the IBM Morocco Office as communicated by your Onboarding Success Partner via email.
- ☐ Collect your **ACCESS CARD /ID BADGE** from the security team once it is ready. This will be communicated to you by your Onboarding Success Partner via email.



# To do: have a fun week 1

\*w3 ID and Password are required to complete these tasks

- ☐ Update your **BANK ACCOUNT** and **PERSONAL INFORMATION** (address, emergency contacts, etc.) on **WORKDAY** once you have access. Click [here](#) to access (This is within 3-4 business days after onboarding). Once on Workday, go to **Personal Information** on the right side of the page to make the updates.
- ☐ Update your mobile number and picture on your **PEOPLE** profile [here](#). Click on your initials on the top right of the page to make the changes.
- ☐ **START AT IBM WELCOME SESSION.** You will receive instructions via your IBM email to self-enroll for the Start at IBM Welcome Session; a virtual event hosted in WebEx. Once enrolled, an email from Events and Classes will be sent to your IBM email address with the login in details. If you did not receive the email, please contact your Global Onboarding Experience team in Slack.
- ☐ Attend the **COUNTRY-SPECIFIC NEW HIRE ORIENTATION** with your manager or your Onboarding Success Partner.
- ☐ Register for your Corporate Mobile Service Plan [here](#).
- ☐ If you are not registered to the CNSS, please notify your local HR by sending an email to [mostafa.bellabiad@ibm.com](mailto:mostafa.bellabiad@ibm.com). Please mention your Talent ID in the email.
- ☐ We are happy to introduce to you: the HR Morocco Community. This is indeed a complementary tool to provide you with hands-on information (Global & Country specific) on a variety of HR related themes & requests. Expect to find many references, policies, tools and answers to various HR related questions. We highly recommend you take a moment to discover your HR Community, as we promise it will be dynamic & continuously evolved to better suit your needs. Access the HR Morocco Community in W3 Publisher [here](#).

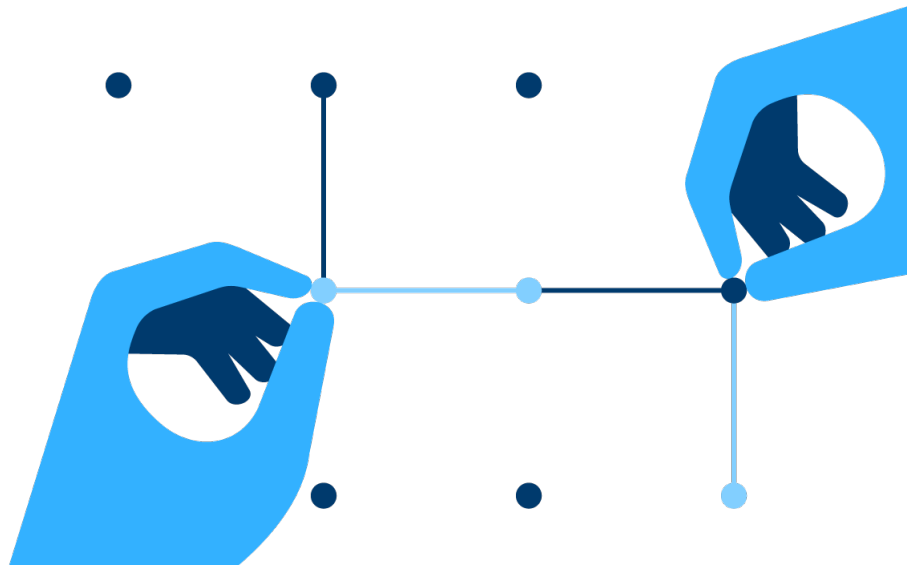
# To do: have a fun week 1

\*w3 ID and Password are required to complete these tasks

- ☐ Select your **BENEFITS** (pension, private medical insurance and group life assurance) on: [ibm - Login \(aon.com\)](#). You will receive an email from the AON team with your login details.
- ☐ Check out Start at IBM Self-Paced Learning [here](#). Complete your **MANDATORY EDUCATION** within 30 days from your start date, click [here](#) to access.
- ☐ Check with your Manager if you are eligible for the **MOBILE ALLOWANCE** benefit and make a request via Corporate Mobile Service Plan (CMSP). Click [here](#) to submit your CMSP request.
- ☐ If you don't have your **BLUE BUDDY's** details, reach out to your **ONBOARDING SUCCESS PARTNER**. All New Hires are assigned a Blue Buddy for their initial days at IBM.
- ☐ Learn more about **IBMer Safe Program** [here](#) and register your mobile number in the **IBMer Registration Tool** [here](#).
- ☐ Get started with Travel@IBM by reading through the First Time Travelers Guide [here](#).

# What every business needs is more people who think

Thomas J. Watson, Sr.



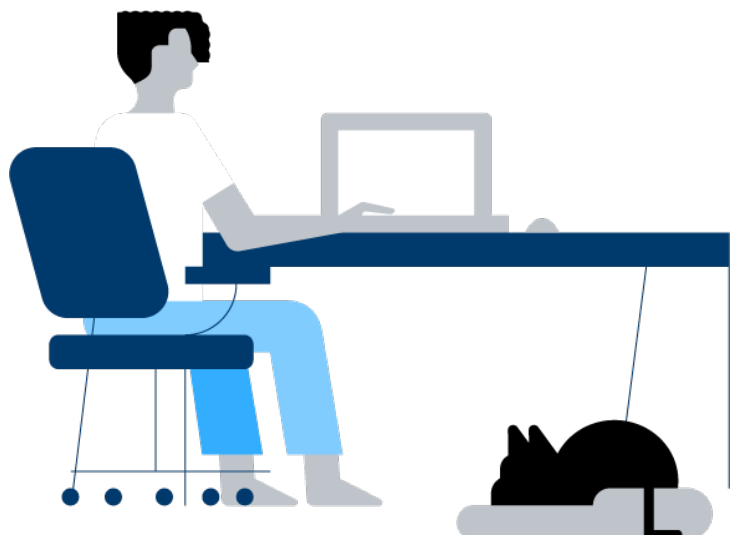
# Happy one month at IBM!

\*w3 ID and Password are required to complete these tasks

- ☐ Collect your **MEDICAL CARDS** from MetLife Representatives. Ensure that you check their availability before you come. Kindly check with Mostafa Bellabiad [mostafa.bellabiad@ibm.com](mailto:mostafa.bellabiad@ibm.com).
- ☐ Complete IBM Procurement Policies Education [here](#).
- ☐ Claim your work hours by clocking **LC** (Intranet Labour Claims). Reach out to your People Manager/ Project Manager to learn how. **Only for IBM Consulting**.
- ☐ Connect with your Manager and complete your CAREER CONVERSATION. Check out Your Career at IBM [here](#).
- ☐ Set time with your People Manager to update your **CHECKPOINT** goals. New to Checkpoint? Check this neat guide out [here](#) and access Checkpoint Tool [here](#).

# These are our socials

- **Get the latest from our CEO**  
Be a part of Arvind Krishna's CEO Office Hours Slack Channel: [#join-arvind](#) Subscribe to the Think Forward blog [here](#).
- **Pets are FUN!**  
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Join the Slack Channel now at [#diversity-inclusion](#)
- Workday Issues? Join the Slack conversation at [#workday-questions](#)
- Looking for IBM's response to COVID-19? Get the latest on this Slack Channel [#coronavirus-updates](#)
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Use this Slack Channel to get started: [#ibm-design-thinking](#)





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