



# ONBOARDING CHECKLIST — 30/60/90 DAY PLAN

|              |                        |
|--------------|------------------------|
| <b>Name:</b> | <b>Hiring Manager:</b> |
| <b>Role:</b> | <b>Start Date:</b>     |

## KEY CONTACTS DURING ONBOARDING

| Name                                       | Email/Phone  | Title   | Group / Focus Area      |
|--|--|---|-------------------------|
| Richard Fires                              | <a href="mailto:Richard.fires@populationhp.com">Richard.fires@populationhp.com</a>       | Sr Vice President of Human Strategy [Interim] | Human Strategy          |
| Patricia Vogt                              | <a href="mailto:Patricia.vogt@populationhp.com">Patricia.vogt@populationhp.com</a>       | Sr Director of Human Strategy                 | Human Strategy          |
| Venice Luceriaga                           | <a href="mailto:Venice.luceriaga@populationhp.com">Venice.luceriaga@populationhp.com</a> | HS Business Partner and Operations            | Human Strategy          |
| Lani Tarozzi                               | <a href="mailto:Lani.tarozzi@populationhp.com">Lani.tarozzi@populationhp.com</a>         | Director of Project Management                | Communications Strategy |
| Tom Chirichella                            | <a href="mailto:Tom.Chirichella@populationhp.com">Tom.Chirichella@populationhp.com</a>   | Controller                                    | Finance                 |
| IT Helpdesk (Contracted with Eisner Amper) | <a href="mailto:itsupport@eamts.com">itsupport@eamts.com</a> /<br>1800-434-2726          |   | IT                      |



LAYING THE FOUNDATION (FIRST 30 DAYS)

| Meeting / Training / Activity  | What is this?   | Who initiates?      | Who receives it?   | Notes  | Scheduled | Completed |
|--|---|---------------------|--|--|-----------|-----------|
| Ad hoc IT software/hardware request                                    | Notify IT regarding what additional software/hardware is needed for the new hire.   | Hiring Manager      | Submit request to <a href="mailto:itsupport@eamts.com">itsupport@eamts.com</a> | Add additional access tools as needed.<br><br>Please note that Human Strategy initiates laptop, O365, SharePoint, Portal request prior to day 1. |           |           |
| New Hire Orientation   | Orientation meeting with Human Strategy   | Human Strategy      | N/A  | Payroll & Benefits Overview<br>Onboarding tasks  |           |           |
| IT Training Modules  | On-line cyber security and information security fundamental courses   | New Hire            | New hire email invite from QuickHelp   | Info Security<br><a href="#">QuickHelp</a>   |           |           |
| <a href="#">Review Portal</a>  | Internal website that will help you stay informed. It provides easy access to tools and processes, supports continuous learning, and represents our unique community.             | Hiring Manager      | N/A  | Become familiar with:<br>Innovation Framework<br>PMM<br>MIRS-A<br>Write First Time   |           |           |
| Portal Directory Bio   | Short bio, written in first person, highlighting your professional biography, additional relevant experiences, personal details, and interests. Used for internal communications. | New Hire            | Lani Tarozzi<br>(Send as Word Document)  | Word Count: 400 words maximum  |           |           |
| <a href="#">Update My Microsoft 365 profile</a>                        | Profile across Office 365 accounts  | New Hire            |  | Upload your profile photo  |           |           |
| New Hire Introduction  | Email from your Hiring Manager introducing you to all company members   | Hiring Manager      | All company  |  |           |           |
| Branding & Template Overview   | <a href="#">PPT and Word Docs templates</a><br><a href="#">PPT Video Tutorial</a>   | Communications Team | New Hire   | Branding   |           |           |
| ComplianceWire Training Modules (Automated Email from Compliance Wire) | TBD Training curriculum based on role   | Quality team        | Email invite from Compliance Wire  | GMP and Safety <a href="https://www.compliancewire.com/">https://www.compliancewire.com/</a>   |           |           |
| Set Up Business Card Profile   | TBD Electronic business card  | New Hire            | TBD  | TBD  |           |           |



|   |  |                |                                       |   |
|---|--|----------------|---------------------------------------|---|
| Program and Team Goals and MDs                            | 1:1 overview of Project PMM, MDs   | Hiring Manager | New Hire                              | Coordinate with Project Lead as appropriate   |
| Plan Reoccurring 1:1's with Manager                       | Regular, ongoing 1:1 check-ins   | Hiring Manager | New Hire                              | Schedule reoccurring meetings in Outlook <ul style="list-style-type: none"><li>• Identify and communicate opportunities for “early wins”</li><li>• Align on goals and priorities</li><li>• Challenges/Roadblocks</li><li>• Coaching and support</li></ul> |
| 1:1 Intro to PLT Member(s)                                | Short introductory call  | Hiring Manager | New Hire                              | Meet & greet  |
| 1:1 Intro to Team Leader                                  | Short introductory call  | Hiring Manager | New Hire                              | Meet & greet  |
| 1:1 Intro to Team Leader                                  | Short introductory call  | Hiring Manager | New Hire                              | Meet & greet  |
| Vendor Intro (Related to role)                            | Short introductory call  | Hiring Manager | New Hire                              | Meet & greet  |
| Professional Bio (If required for role)                   | Short professional bio highlighting your professional accomplishments for external communications. | New Hire       | Hiring Manager<br>Human Strategy team |   |
| High Resolution Professional Photo (If required for role) | Photo to be used for general purposes internally   | New Hire       | Human Strategy team                   | Photo should be well lit – please send a few options  |
| Human Strategy Touch Point                                | Metsera onboarding experience check-in   | Human Strategy | New Hire                              | Open Items<br>Metsera Guide Overview<br>Stealth Mode<br>Social Media  |



FOCUS & EXECUTE (FIRST 60 DAYS)

| Meeting / Training / Activity          | What is this?   | Who initiates? | Attendees                       | Notes                   | Scheduled | Completed |
|--|---|----------------|---------------------------------|-------------------------|-----------|-----------|
| Introduction to Performance Management | Continuous Performance Management & Development Cycle           | Human Strategy | New Hire<br>Human Strategy Team | Human Strategy Training |           |           |
| Set Individual Performance Goals       | SMART goal-setting form to be completed with the Hiring Manager | New Hire       | Hiring Manager                  |                         |           |           |
| 60 Day Human Strategy Touch Point      | Metsera onboarding experience check-in                          | Human Strategy | New Hire                        | 60 Days                 |           |           |

EXECUTE & SUSTAIN (90 DAYS AND BEYOND)

| Meeting / Training / Activity    | What is this?  | Who initiates? | Who receives it? | Attendee(s)                     | Notes                              | Scheduled | Complete |
|----------------------------------|--|----------------|------------------|---------------------------------|------------------------------------|-----------|----------|
| Role Specific Proficiencies      | List of role specific tools and processes (SOPs, templates, systems) | Hiring Manager | New Hire         | New Hire                        |                                    |           |          |
| Site visit(s) (As needed)        | Opportunity to visit manufacturing, lab, and corporate office        | Hiring Manager | N/A              | New Hire                        | NJ/UK/NYC                          |           |          |
| Wealth Management                | Intro to company equity program                                      | Human Strategy | New Hire         | New Hire<br>Human Strategy Team | Total Rewards Compensation         |           |          |
| 90 Day Manager/Employee Check-in | Metsera onboarding experience check-in                               | Human Strategy | Human Strategy   | New Hire                        | Open Items, Feedback<br>User Guide |           |          |
| Onboarding Survey                | Feedback on the comprehensive onboarding experience                  | Human Strategy | New Hire         |                                 | Survey                             |           |          |



PROFESSIONAL DEVELOPMENT

| Activity | Goal / purpose | Work with | Report progress | Output | Timeline |
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# RECURRING CORPORATE/TEAM MEETINGS

| Meeting | Owner | New / Existing | Frequency | Duration / Attendance | Invite Timing | Complete |
|---------|-------|----------------|-----------|-----------------------|---------------|----------|
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**OTHER SUGGESTED RESOURCES**

- Previous meeting minutes
- Previous presentations
- Plan document review