



ONBOARDING CHECKLIST — 30/60/90 DAY PLAN

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|--------------|------------------------|
| Name: | Hiring Manager: |
| Role: | Start Date: |

KEY CONTACTS DURING ONBOARDING

| Name | Email/Phone | Title | Group / Focus Area |
|--------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------|
| Richard Fires | Richard.fires@populationhp.com | Sr Vice President of Human Strategy [Interim] | Human Strategy |
| Patricia Vogt | Patricia.vogt@populationhp.com | Sr Director of Human Strategy | Human Strategy |
| Venice Luceriaga | Venice.luceriaga@populationhp.com | HS Business Partner and Operations | Human Strategy |
| Lani Tarozzi | Lani.tarozzi@populationhp.com | Director of Project Management | Communications Strategy |
| Tom Chirichella | Tom.Chirichella@populationhp.com | Controller | Finance |
| IT Helpdesk (Contracted with Eisner Amper) | itsupport@eamts.com / 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 | | Hiring Manager | Submit request to itsupport@eamts.com | Add additional access tools as needed. 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 Onboarding tasks | | |
| IT Training Modules | On-line cyber security and information security fundamental courses | New Hire | New hire email invite from QuickHelp | Info Security QuickHelp | | |
| Review Portal | 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: Innovation Framework PMM MIRS-A 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 (Send as Word Document) | Word Count: 400 words maximum | | |
| Update My Microsoft 365 profile | 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 | PPT and Word Docs templates PPT Video Tutorial | 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 https://www.compliancewire.com/ | | |
| Set Up Business Card Profile | TBD Electronic business card | New Hire | TBD | TBD | | |



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|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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">Identify and communicate opportunities for “early wins”Align on goals and prioritiesChallenges/RoadblocksCoaching and support |
| 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 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 Metsera Guide Overview Stealth Mode 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 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 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 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