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| ONBOARDING PLAN & CHECKLIST | | | |
| Name: |  | Hiring Manager: |  |
| Role: |  | Start Date: |  |

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| KEY CONTACTS DURING ONBOARDING | | | |
| Name | Email/Phone | Title | Group / Focus Area |
| Richard Fires | [Richard.fires@populationhp.com](mailto:Richard.fires@populationhp.com) | Human Strategy | Human Strategy |
| Venice Luceriaga | [Venice.luceriaga@populationhp.com](mailto:Venice.luceriaga@populationhp.com) | Human Strategy | Human Strategy |
| ETC |  |  |  |
| Tom Chirichella | [Tom.Chirichella@populationhp.com](mailto:Tom.Chirichella@populationhp.com) | Controller | Finance |
| Eisner Amper Helpdesk | [itsupport@eamts.com/](mailto:itsupport@eamts.com/) 1800-434-2726 |  | IT |

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| LAYING THE FOUNDATION (FIRST 30 DAYS) | | | | | | | |
| Meeting / Training / Activity | What is this? | Who initiates? | Who receives it? | Notes | Scheduled | Complete |
| IT onboarding equipment form | Lets us know what software/hardware is needed for the new hire. | Hiring Manager  (10 days before day 1) | **Submit IT form to itsupport@eamts.com** | Laptop, SharePoint access, etc.  Can add additional access tools as needed. |  |  |
| IT Training Modules | On-line cyber security and information security fundamental courses | New Hire | New hire email invite from QuickHelp | Info Security  [QuickHelp](https://www.brainstorminc.com/quickhelp) |  |  |
| HR orientation | An orientation meeting with Human Strategy | Human Strategy | N/A | Payroll & Benefits Overview  Onboarding tasks |  |  |
| About Me one sheet | A brief synopsis of the new hire | New hire | Hiring Manager  Human Strategy team | Use [About Me template](https://populationhealthpartners.sharepoint.com/:p:/r/sites/Metsera/Shared%20Documents/02.%20Human%20Program/04_Live/Onboarding/AboutMe_230807_01.pptx?d=w2d15be67b74846efae92d1502811955f&csf=1&web=1&e=xJoIqg) |  |  |
| Professional Bio | Short professional bio highlighting your profession, accomplishments, passions and interests used for internal and external communications. | New Hire | Hiring Manager  Human Strategy team |  |  |  |
| Update My Microsoft 365 profile | Profile across Office 365 accounts  Link: <https://www.office.com> | New Hire |  | Upload your profile photo- |  |  |
| New Employee Introduction | E-mail from your Hiring Manager introducing you to all company members. | Hiring Manager | All company | ADD Template |  |  |
| High Resolution professional photo | Photo to be used for general purposes internally | New Hire | Human Strategy team | Photo should be well lit – please send a few options |  |  |
| Branding & Template Overview | [PPT and Word Docs templates](https://populationhealthpartners.sharepoint.com/:f:/r/sites/Metsera/Shared%20Documents/04.%20Communications%20Program/Branding/Templates?csf=1&web=1&e=Z2JFaW) [PPT Video Tutorial](https://populationhealthpartners.sharepoint.com/:v:/r/sites/Metsera/Shared%20Documents/04.%20Communications%20Program/Branding/Templates/_Tutorials/PowerPoint%20Tutorial/Metsera_PPT_5.mp4?csf=1&web=1&e=eFX1Yk) | Communications Team | New Hire | Branding |  |  |

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| Human Strategy touch point | Metsera Onboarding experience check-in | Human Strategy | New Hire | Open Items  Metsera Guide Overview  Stealth Mode  Social Media |  |  |
| ComplianceWire Training Modules *(Automated Email from Compliance Wire)* | TBD  Training curriculum based on role | Quality team | E-mail invite from Compliance Wire | GMP and Safety  https://www.compliancewire.com/ |  |  |
| Metsera scientific orientation – | *TBD*  *Human-centric presentation*  (Individual/Group) | TBD | New Hire | Scientific Leader |  |  |
| Metsera Human Population orientation – | *TBD*  *Human-centric presentation*  (Individual/Group) | TBD | New Hire | Visionary Leader |  |  |
| Set up Business Card profile | TBD  Electronic business card | New Hire | TBD | TBD |  |  |
| Team Goals and Performance | 1:1overview of Project PMM, MDs | Hiring Manager | New Hire | Coordinate with Project Lead as appropriate |  |  |

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| FOCUS & EXECUTE (FIRST 60 DAYS) | | | | | | |
| Meeting / Training / Activity | What is this? | Who initiates? | Attendee(s) | Notes | Scheduled | Complete |
| Plan reoccurring 1:1’s with Manager | Regular, ongoing 1:1 check-ins | Hiring Manager | New Hire | Schedule reoccurring meetings in Outlook   * Identify and communicate opportunities for “early wins” * Align on goals and priorities * Challenges/Roadblocks * Coaching and support |  |  |
| 1:1 Intro Quality | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| 1:1 Intro EA team | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| 1:1 Intro PLT member(s) | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| 1:1 Intro | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| 1:1 Intro | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| Vendor Intro – related to role | Short introductory call | Hiring Manager | New Hire | Meet & greet |  |  |
| Read PMM Guide & Innovation Framework | Disciplines for how we work | New Hire | N/A | Link to portal |  |  |
| Portal Scavenger Hunt | TBD | TBD | TBD | TBD |  |  |
| Human Strategy touch point | Metsera Onboarding experience check-in | Hiring Manager | New Hire | 60 Days |  |  |

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| EXECUTE & SUSTAIN (90 DAYS AND BEYOND) | | | | | | | |
| Meeting / Training / Activity | What is this? | Who initiates? | Who receives it? | Attendee(s) | Notes | Scheduled | Complete |
| Site visit (s) *(As needed)* | Opportunity to visit manufacturing, lab, and corporate office | Hiring Manager | N/A | New Hire | NJ/UK/NYC |  |  |
| Introduction to Performance Management (Continuous Performance Management & Development) | TBD | HS | New Hire | New Hire  Human Strategy Team | HS Training |  |  |
| Wealth Management | Intro to company equity program | HS |  | New Hire  Human Strategy Team | Total Rewards Compensation |  |  |
| Manager/Employee Check in | Onboarding experience  check-in |  |  |  | Open Items, Feedback  User Guide |  |  |
| Onboarding Survey |  |  |  |  | Survey |  |  |
| **PROFESSIONAL DEVELOPMENT** | | | | | |  |  |
| **Activity** | **Goal / purpose** | **Work with** | **Report progress** | **Output** | **Timeline** |  |  |
| Learn VH TMF process | Independent filing of legacy Zihipp trials | Tbd (VH team) | Tbd (VH team) | TMF plan for legacy trials | 30 days |  |  |
| Assist 097 US SAD/MAD |  |  |  |  |  |  |  |
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| RECURRING CORPORATE/TEAM MEETINGS |

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| Meeting | Owner | New / Existing | Frequency | Duration / Attendance | Invite Timing | Complete |

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| **[manager to populate]** |  |  |  |  |  |  |
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## OTHER SUGGESTED RESOURCES

* Previous Meeting Minutes [add link]
* Previous presentations [add link]
* Plan document review [add link]