

DSS BEGINNINGS CHECKLIST

Welcome to your new position in DSS. The following checklist is a series of steps for you to become familiar with your new role, the DSS organization and Dow overall. Please complete each phase within the recommended timeframe after you start your new position.

1. This is Dow

Complete within one week

Task	Why It's Important	Next Step	<input type="checkbox"/>
Explore "This is Dow" Site This website provides a wealth of information about Dow, including our history and businesses. Don't miss the Corporate Slide Presentations at the Communications link.	Dow is a huge company with more than 100 years of history and a diverse product and business mix for the future. It is important to know key facts about the company you work for at an overall organizational level.	Visit the Dow site> <i>Press Ctrl + F5 if you encounter errors when using the site</i>	<input checked="" type="checkbox"/>
Discover a list of acronyms for DSS If you're new to DSS, commonly used acronyms can be quite confusing. This document provides explanations for some of the key acronyms.	In order to increase the pace of business, it is important to utilize key acronyms that are commonly used throughout the organization.	View the list of acronyms>	<input checked="" type="checkbox"/>

2. What DSS Delivers

Complete within one week

Task	Why It's Important	Next Step	<input type="checkbox"/>
Explore the DSS Intranet Browse the various links and become familiar with the information located there. Some content within the Intranet is included in this onboarding program.	The DSS Intranet is a great first stop when you need information about the DSS organization. It is important to know what is available at this site, so bookmark it and refer to it often.	Visit the intranet>	<input checked="" type="checkbox"/>
Review DSS Vision Statement The vision statement defines the purpose of the organization and its commitment to serve clients and customers. It provides the "what" we do.	As a service organization, DSS strives to ensure our customers are successful in their areas of operation. It is important to know we put customers (both internal and external to Dow) at the forefront of our thinking each day.	View the vision>	<input checked="" type="checkbox"/>
Understand the DSS Mission Statement The mission statement builds upon the vision and provides more of the "how" we plan on accomplishing the vision.	It is important to align your daily work to the three components of the DSS mission - Collaborative, Innovative, Value Driven. Collaborate with others for innovative solutions to drive real results.	View the mission>	<input checked="" type="checkbox"/>
Explore DSS Tools and Templates DSS has tools and templates to communicate as One DSS across a variety of mediums. The infographic and success stories help bring the DSS value to life.	The SharePoint is a central repository of tools and templates, including the DSS PowerPoint template and infographic. These resources will help you transition to your new team more smoothly.	Visit the communications repository>	<input checked="" type="checkbox"/>

3. How DSS is Organized and Operates

Complete within two weeks

Task	Why It's Important	Next Step	☒
Learn about DSS Organizational Structure The DSS Organization is built from multiple teams in multiple functions. Click on the link provided then follow links on the right side of the page for more organizational detail.	There will be times when you need to contact someone from another team to help you accomplish your task. It is important to know where to find organization charts for all DSS teams.	Visit the organization page>	☑
Understand the DSS Operating Model The Operating Model identifies the processes, capabilities and activities that drive the work of the DSS organization and add value to Dow.	The Operating Model is a one-page diagram of DSS teams and work activities. It is important to know where your group and the work that you do fits into the overall DSS organization.	View about the operating model>	☑

4. DSS Organizational Performance and Goals

Complete within two weeks

Task	Why It's Important	Next Step	☒
Examine Global Employee Opinion and Action Survey (GEOAS) Data GEOAS data show DSS compares well to Dow overall in key areas like employee satisfaction and leadership effectiveness.	GEOAS is updated annually, and it is an important measure for how we are doing culturally as an organization. When the time comes, it is important to participate in this survey and make your voice heard.	View GEOAS data>	☑
Review Strategic Objectives and Goals The DSS annual goals provide a keener focus on the activities planned for the upcoming year.	The DSS annual goals are the key areas of focus for the year. It is important to know these goals and how your work contributes to the successful completion of the annual goals.	View the annual goals>	☑

5. Tools to Enable Success

Complete within 30 days

Task	Why It's Important	Learn More	☒
Complete the DSS Solution Delivery Methodology (SDM) self-paced course DSS utilizes both Waterfall and Agile methods to deliver quality solutions to our customers. Click the link on the right to complete the SDM self-paced course.	Knowledge of the SDM is necessary to understand how DSS communicates and collaborates. It is important for everyone to speak the same language and reference the same deliverables. Dow Corning Employees: Access Course through Dow Corning University.	View course enrollment instructions>	☑
Complete the Service MINDset self-paced course No matter the job role you are performing, you have internal customers (within Dow) and often external customers (outside Dow). This training provides a positive service attitude that drives results. Click the link on the right to complete this course.	The people you interact with on a daily basis are called by many titles - clients, customers, end users, etc. It is important to understand your personal success depends upon their success. Dow Corning Employees: Access Course through Dow Corning University.	View course enrollment instructions>	☑



5. Tools to Enable Success

Complete within 30 days

Task	Why It's Important	Learn More	<input type="checkbox"/>
Explore the DSS Innovation Think Tank The Innovation Think Tank is an easy-to-use tool for DSS employees & contractors to submit and collaborate on ideas, and vote on the ideas you feel will have the most impact.	The Think Tank facilitates a work environment that supports and rewards sharing of ideas, taking a risk on something new, and learning from every attempt. It is important to bring your creative thinking to this simple and easy process.	Visit the Think Tank>	<input checked="" type="checkbox"/>

6. Careers in DSS

Complete within 60 days

Task	Why It's important	Learn More	<input type="checkbox"/>
Learn about BSG/DSS Career Portraits Career portraits display the career paths of many of the people working in BSG/DSS.	Coming into DSS, it is important to get a good understanding of the jobs and roles available, both now and in the future.	View career portraits>	<input checked="" type="checkbox"/>
Get to Know the DSS Role Portraits DSS role portraits are designed to showcase some of the interesting roles in our organization, and the rich variety of the work our people are doing.	It is important to know more about the people working in the organization, some of which could be in the same roles as yourself now or in their past jobs. You can compare your "typical day" to examples from your co-workers.	View DSS role portraits>	<input checked="" type="checkbox"/>
Explore BSG/DSS Career Mapping Overview This presentation describes the relationship of job roles and job levels within BSG/DSS.	As you are learning more about your current job, it is important to know what future career paths may look like and what it would take to reach those goals within DSS and BSG.	View career mapping overview>	<input checked="" type="checkbox"/>
Learn about non-BSG aligned Career Mapping For DSS employees not aligned under BSG, this link provides more information about career opportunities in various DSS groups.	For DSS employees not aligned under BSG, it is important to understand the career paths available within the M&E I/T and Operations / Implementation teams.	View career modules>	<input checked="" type="checkbox"/>
Explore the Human Resources Solutions Career Planning and Employee Development site The guidance documents and tools located at this site provide a great start for career planning and an excellent base for employee development.	As you move into a new job or organization, it is important to establish a baseline of key strengths and aspirations for the future. The tools and guidance documents included here provide a good beginning for this process.	Visit HR Solutions>	<input checked="" type="checkbox"/>
Explore the Dow Career Gallery The Dow Career Gallery provides information about some of the jobs at the company. Use this as a starting point for your career planning discussion.	The information in the Dow Career Gallery covers many areas within Dow, not just DSS. It is important to spend some time looking at what a career path could look like within many Dow organizations and teams.	Visit the Dow Career Gallery>	<input checked="" type="checkbox"/>