

# My arrival at CEFE :

## The day i arrived (T0) :

QR code by the manager

Presentation to HR or the CEFE secretariat (for trainees) with my manager + emailing the "CEFE procedures" form (in the recruitment package).

*T0 +24 H*

*At the beginning of the month*

## RESEDA :

Agent listed in the directory.

## HR Meeting

« Nouveaux entrants »

## @ du RH or secretariat to :

agent + managers + informatique + Prevention

## Informatique

1<sup>st</sup> connexions to the CEFE

## Prévention

Open NEO Account

## Intranet CEFE-HR « I arrive »

Procedure for creating the CNRS  
CAMPUS Card (CMS) and canteen access

+

Reading the tab : "I arrive"