

Stepping up

On-boarding in NI

Guidebook for New Employee

New Employee Name: _____

On-boarding Date: _____

Mentor Name: _____



On-boarding checklist for NI new employees

Welcome to National Instruments! We hope this document will help you experience a great on-boarding and wish you all the best in your new role.

This document gives an overview of the activities that will be organized as part of your on-boarding process at NI.

Both of your solid and dotted line manager are your 1st contact to help you on onboarding questions. And “you are expected to be **proactive** and **take ownership** in your on-boarding.”

The first day, first week

☐ **Line Manager(s)/Your Mentor**

- ☐ *Your line manager(s) or the delegate if your line manager(s) are not available will be one of the first people you meet with on your first day in the office.*
- ☐ *You are supposed to get your facilities prepared on your desk from the team assistant/HR; you can contact receptionist for extra needed stationary.*
- ☐ *You will be shown around the office by your line manager or the delegate to help you get familiar with your new workplace, team, cross function colleagues.*
- ☐ *You will be assigned a mentor/buddy who can help you to navigate your way around your new organization. A mentor/buddy provides guidance, organizational awareness and can help you to build your network.*
- ☐ *Your manager will send out your onboarding announcement across the org*
- ☐ *You will have the 1st meeting with your line manager, around two hours, you will be provided with information about*
 - *Company Introduction, Business, Industry, Product overview*
 - *Company Strategy, key priorities in the year, opportunities and challenges*
 - *Organization Structure, Team Structure*
 - *New Comer's R&R, LM's Expectation to him/her**(the 1st meeting with new comer can also be conducted in 1st week)*

☐ **HR Representative**

- ☐ *HR representative will greet you on the first day to guide you complete induction paper forms.*
- ☐ *Office Assistant will provide you with the badge, and shoot your badge picture.*
- ☐ *HR representative will arrange a 3-hour orientation thru which you will get an idea on the on-boarding process, the HR benefits, IT tools and reimbursement guidelines etc. (Applicable in Shanghai)*
- ☐ *You will get a welcome letter from HR. In that letter, you will acquire the essential tools, necessary system websites or system links, relevant policies. It will help you adapt to new workplace and new job more smoothly and quickly.*

The first month

☐ **Line Manager**

- ☐ LM will walk you through "The First 90 Days Learning Plan"
- ☐ You will have your team orientation, cross function orientation and project introduction arranged by your LM in the first month.
- ☐ You will get "Key support Network Map" from LM, which helps you set up your working network.
- ☐ You are expected to get familiar with your working stakeholders under your LM's support.
- ☐ You will have the 2nd meeting with your line manager, around two hours; he/she will answer your queries when you return your feedbacks. During this meeting, you will get more information about Functional Professional Knowledge and learning Introduction, and have a goal setting discussion with Line Manager.

First 3 months

☐ **Line Manager**

- ☐ Functional Learning Program will be arranged to you continuously by your LM.
- ☐ You will have the 3rd meeting with your line manager, around two hours; he/she will answer your queries when you return your feedbacks. During this meeting, you will start setting clear goals and targets for the year to goal.

☐ **HR Learning & Development**

- ☐ L&D team will arrange specific new employee orientation thru which you will know more about the company, business, what and how other functions work etc.
- ☐ You are supposed to receive function orientation to equip you with on-job required tech knowledge, product knowledge as well as professional soft skills.

First half year

☐ **Line Manager**

- ☐ You will have the 4th meeting with your line manager, around two hours; he/she will answer your queries when you return your feedbacks. During this meeting, he/she will review your performance during probation and coach you to draft your IDP.

☐ **HR Representative**

- ☐ An on-boarding effectiveness survey will be sent to you by HR in the end of on-boarding process. Your feedback will help us for continuous improvement.