



Internship Onboarding

Current Onboarding Process

1. HR Induction

- Where interns learn about the company's history, vision and mission, general policies, culture, dress code.
- Takes places on the first day, four hours with half an hour break.

2. Distribution Center Tour

- The interns take a tour around the warehouse to see the full operation cycle of operation, get an induction from the National Logistics Operation Director about Supply Chain department in Nahdi in general, and upcoming big projects.

3. Lara Pharmacy Tour

- Lara offers a different shopping experience, that includes segmentation, digital services, NahdiCare express, and a wide range of brands. New joiners get the chance to see what makes Nahdi different, and get introduced to our strategies behind each category.

4. Gamification Session

- A good tool for interns to get to introduce themselves beyond their university and major, get to know and interact with each other, absorb a lot of information, develop their business acumen quickly, and improve knowledge retention.

Onboarding Survey

Target:

Current & Past Interns.

Questions:

- Level of satisfaction of the current onboarding process overall? (Scale)
- What do the interns wish they had for the onboarding?
- What is the biggest challenge they've faced during the onboarding?
- What could have the HR and Department Team do or add to improve your onboarding process?
- What did you like the most about our onboarding process?
- Is there something you didn't like about our onboarding process?
- How well do you think you fit in Nahdi's company culture? (Scale)
- How valued do you feel at work? (Scale)
- How welcome do you feel in Nahdi? (Scale)
- How welcome do you feel in your team? (Scale)

Accelerate New Intern Productivity

The internship period is limited, to ensure every working day counts from the first day and help new joiners become more productive on the job, we could include the following:

- All the information and materials presented in the HR induction should be shared *before* the interns first day to get a head start.
 - We could track who viewed the pre-onboarding material, have quizzes at the end of the pre-onboarding or on the first day after introducing the new joiners.
- Share a team introduction presentation about the team for each intern, and vice versa, to form a strong and effective relationship with teammates.
 - For the interns, this could be shared in the digital platform or regular mail.
 - For the teams, the presentation should be communicated at least a week before to schedule departmental inductions, book calendars when needed, and for the whole team to get introduced of the intern joining and anticipate their joining date.
- Provide essential applications training guide, handbook, or e-learning
 - Outlook, excel, powerpoint, and any specific functional apps the business uses.
- Share the full organizational department structure.

Pre-onboarding Topics

- Company's vision and mission
- Strategy & Goals
- History
- Nahdi's leaders & executives
- Virtual facility tour (since tours needs to be limited number)
- Individual photographs
- Location and size
- Nahdi's growth, pas and future
- Industry awards/recognition
- Nahdi's values
- Nahdi's products/services
- Nahdi's target audience
- Holiday schedule
- On-site health services

- Work hours
- Payroll schedule
- Emergency procedure
- Breaks and meal periods
- Family leave/sick leave policy
- Smoking areas and policy
- Visitor policy
- Dress code
- Code of conduct policies
- Reserving meeting rooms procedure
- Break room location and policies
- Confidentiality policies
- Parking policies
- Security services and contact information