



WelCome INSIGHT Leica Microsystems

THIS IS HOW YOU WILL START INTO YOUR NEW JOB



From Eye to Insight

We want you to have a great Onboarding Experience!

Dear New Joiner,

Congratulations on this exciting new job! You have just signed up with Leica Microsystems and we are honored, to welcome you as part of the family in just a few weeks.

But even before you walk through our doors, we want you receive some first insights on what to expect from your new workplace.

To set you up for success and ensure that you have all the tools and resources you need to do your job effectively, we will provide you with a **holistic 12-months onboarding program** called "WelCome INSIGHT" including an onboarding plan with relevant trainings, different networking and learning opportunities and an onboarding page as a one stop shop for resources.

You will receive those information on your very first day.

The planned activities will be triggered by your Manager, HR Business Partner and in some cases, yourself, so this is a quick way of keeping yourself and your manager on track. Some activities are labelled "if applicable" – in most cases it indicates that actions might differ depending on the location of your office, so use this checklist accordingly.

Once again WELCOME TO LEICA MICROSYSTEMS – or as we say internally - LMS.

Your 1. Day

- Arrive at designated location & time
- Attend new hire introduction
- Receive IT equipment
- Meet your new Manager and Team
- Review your onboarding plan
- Learn more about the company

Your 1. Month

- Have pre-scheduled introduction calls or meetings with relevant internal peers.
- Attend training on relevant tools and systems
- Learn more about our famous Danaher Business System (DBS) tools as well as our Vision, Mission & Strategy
- Learn your role specific tasks and conduct regular conversations with your manager

Your 3-12 Months

- Participate in the onboarding event from our Management Team
- Learn more about Compliance regulations and policies
- Participate in the Mid-onboarding review event with the HR Team
- Share your opinion and experiences with us

**WE WISH YOU ALL THE BEST IN YOUR
CAREER WITH LEICA MICROSYSTEMS!**

Questions? Need support?

Reach out to your local HR contact person.