



ONBOARDING PROGRAM

When	MEETINGS / ACTIVITIES	PB POLAND Employees	TECH & DATA Employees	Contractors	Trainees
First day	Coffee with manager / host manager	✓	✓	recommended	✓
	Handing over computer	✓	✓	✓	✓
	Handing over HR documents	✓	✓		✓
	HR Welcome Session	✓	✓		✓
	Lunch with the team	✓	✓		✓
	OSH - Health and safety mandatory training	✓	✓		✓
First month	Welcome e-mail to the company / team	✓	✓	recommended	✓
	PAYBACK Program in Poland Introduction session	✓	✓	recommended	✓
	PAYBACK Program in Munich Introduction session		✓		
	LPS Introduction session		✓	if applicable	
	Marketing Introduction session		✓		✓
	Legal & RODO Introduction session	✓	✓		✓
	Accounting Introduction session	✓			✓
	OPS Introduction session	✓			✓
	Analytics Introduction session	✓	✓		✓
First 6 months	PAYBACK Academy (details: Loyalty Partner Toolbox: PAYBACK Academy)	✓	✓		✓
HR ACTIVITIES					
One week before the first day	Sending an invitation for the first day (<i>sharing onboarding plan and presentation "We are waiting for you"</i>)	✓	✓		✓
First day	Handing over a welcome package	✓	✓	✓	✓
	Sending Welcome e-mail (<i>an invitation on Toolbox and dedicated channel on Teams, sharing the handbook</i>)	✓	✓	From host manager	✓
First month	Greeting during Town Hall	✓	✓		✓
After first month	Collecting feedback after onboarding and recruitment process	✓	✓		✓
After the trial period	Collecting feedback after trial period	✓	✓		✓

The most important onboarding materials for the manager on our Toolbox: [Loyalty Partner Toolbox: Materials for the manager](#)