

# Welcome to ScottishPower, Welcome onboard



## We have everything ready!

1. Your **manager** and your **buddy** will contact you to give you some useful information (office address, time, dress code, etc.).
2. If you would like to find out more about us, take a look at our **Preboarding site** or we would be happy to **answer any questions** you might have before you join!
3. Remember to submit the necessary **pre-employment documentation** requested.



## Welcome!

1. Your **manager, buddy**, or another **nominated contact** will be available to ensure you have all the support you need.
2. Our **Learning Meeting Point (LMP) platform** is available to you to explore.



## Preboarding

Day 1

## We are excited to have you join ScottishPower, part of the Iberdrola Group!

1. Your **manager and buddy** will continue to guide and support you in your day-to-day work. They will share with you ScottishPower's **vision & values**.
2. You will have **meetings and get-togethers** with key **colleagues** you'll be working with.



## We want you to feel part of this great company

1. You'll be invited to **join induction sessions**. They will help you get to know the company, the different businesses and your new colleagues.
2. You and your manager will set **goals for the year**.
3. **Keep Learning! Explore our platform and discover other important resources** for your development! All in the LMP.



Week 1

## We are still here for you

1. This is a good time to **review the goals you set in the first month**. You can assess how your experience and progress has been during this time.
2. You will **receive the Onboarding Survey**. Your opinion is important.
3. **Continue to ask your manager and buddy** for support when you feel you need it.
4. You and your manager will **define your personal development plan**.



Month 1

Month 3

## We are delighted to have you on our team!

1. We encourage you to meet with your manager to **follow up on your onboarding experience**. It is important to have 2-way feedback.
2. Your **buddy** may also provide support when you are faced with new projects or responsibilities.



Month 6

Month 12

## Together, we are part of something great

1. By now you will have been introduced to our **People Review Process**. You and your manager will evaluate your annual contribution, your goals and set new priorities for the coming year.
2. In a second phase of the People Review, you will assess your behavioural competencies in order to define your **development plan** together with your manager.
3. You can continue to count on your buddy as you continue your **Employee Journey**.



**Your opinion counts.** There are several opportunities for you to give us feedback on your onboarding process to help us improve.