



Key milestones you can expect to reach in your first year at ScottishPower

ScottishPower



Preboarding We have everything ready!

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



Day 1 A big welcome from ScottishPower!

1. **Your manager, buddy, or another nominated contact** will be available to ensure you have all the support you need.
2. **Our learning platform** is available to you to explore and learn more about the organisation.
3. You will gain access to our People Portal part of our Intranet that has key information you will need to know as an employee.



Week 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 **ScottishPower's vision & values** with you.
2. You will have meetings and get-togethers with some of the key colleagues you'll be working with.



Month 1

We want you to feel part of this great company!

1. You'll be invited to join a **welcome session** to help you get to know the company.
2. You and your **manager** will set goals for the year as you familiarise yourself with our People Review process.
3. **Keep Learning!** Explore **our learning platform** and discover other important resources for your development!



Month 3

We are here for you!

1. This is a good time to **review the goals** you had set in the first month, assess how your experience has been so far.
2. You'll have completed trainings to help you learn more about ScottishPower and Iberdrola.
- 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 6

We are delighted to have you on our team!

1. You should continue to meet with your **manager**. It is important to have two-way feedback.
2. Your **buddy** may also continue to provide support as you are faced with new projects and tasks.
3. By now you will have been introduced to our **People Review**.
You and your **manager** will have agreed goals and worked together to create a personal development plan.



Month 12

Together we are part of something great!

1. By this stage, you will be familiar with all aspects of our **People Review** process, including setting and reviewing goals, assessing yourself on behavioural competencies and two-way feedback.
These insights can help shape your personal development plan with your **manager**.
2. **Remember:** you can count on your **buddy** as you continue your employee journey.



Your opinion counts We want to hear from you.

Please, give us your feedback on our onboarding process. Share your experience and help us to improve.