

New joiner tips

Helpful hints to get your new role off to a flying start!



Welcome to Zurich!

We're so glad you chose us.

A new job is exciting but can also bring many challenges. We're here to support you and ensure your first few days, weeks and months go smoothly. At Zurich, [we care](#) about our colleagues.

We want you to feel part of the Zurich family as quickly as possible. To help you get started, we've identified six **moments that matter** in a new joiner's onboarding experience and how we hope you'll feel during each. These moments will help guide your new manager and team to support you in the best possible way.

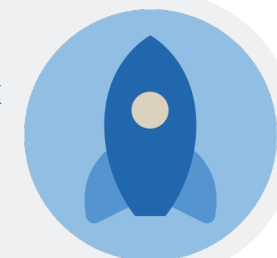
We've also created some small tasks to help you feel involved and get the most out of your first three months at Zurich. We suggest you work through these tasks in order. Why not create some reminders in your calendar to stay on track?

Good luck!



I chose Zurich

"I am thrilled to be joining Zurich."



Dynamic first week

"Zurich was definitely the right choice."



Getting excited

"I feel ready and excited to join Zurich."



One of the team

"I can actively contribute to the team and role."



The big day

"What a great first day and fantastic team."



Ready to excel

"I feel identified with Zurich. I'm excited and engaged."

Week 1

Day 1



Keep your first day simple

Each time you meet a new colleague, make a note of one thing you can bring up next time. For example, ask how their project is going or about their holiday plans.

Day 2



Chat to new colleagues

Prepare a short introduction (90 seconds) about your background and what you'll be doing at Zurich. Practice it with a new connection.

Day 3



Why did you join Zurich?

You already have something in common with your colleagues. Get to know each other a little better by exchanging your reasons for choosing Zurich.

Day 4



Update your details

Check your email signature is correct (links will be provided), you've set up a message on your phone's answering machine, and you've added your photo to internal systems.

Day 5



Pat yourself on the back!

You've made it through your first week. Take a moment to reflect on what has gone well and use your orientation plan to stay on track with what you hope to achieve next week.

Weeks 2-4

Week 2

Monday

Plan for upcoming meetings by preparing well thought-out questions. This will set the meeting up for success and ensure you get the details you need from the session.

Wednesday

Look for opportunities to shadow team members. This will help you gain insight into how they work, how your team works and how your role fits in.

Friday

Don't forget to block some time to review [our Code](#). Speak with your manager afterwards to discuss any questions you may have.

Week 3

Monday

Activate your social media networks. Grab one of the engaging images from [Zurich BlueRoom](#) and share a post on LinkedIn or Workplace to celebrate your new position and team at Zurich.

Wednesday

Keep track of your growing network. Make a handy document where you can note down the name, role and interesting insights for every colleague you meet.

Friday

Every employee is a Zurich brand ambassador, but do you know what that entails? Make sure to explore Zurich's brand, products and services. Ask your team where to find them.

Week 4

Monday

Tailor your communications. Find out who prefers email, phone, chat or Teams meetings. Use these preferences when engaging with your new connections.

Wednesday

How are you doing? Your manager and buddy will have met to discuss how to improve the rest of your new joiner experience. Chat to your buddy to see what insights they have.

Friday

Wow, one month already? Think who has really supported and helped you in your first few weeks. Make sure to acknowledge them and the time they spent with you.

Months 2 & 3



1. Time for action

Create an action plan for when and how you will achieve each of your objectives. Consider any support and resources you will need along the way.

Complete the [New Joiner Code of Conduct Training](#)



2. Think big

Pick a project you are involved in and consider what additional value you can bring based on your previous experience or knowledge.



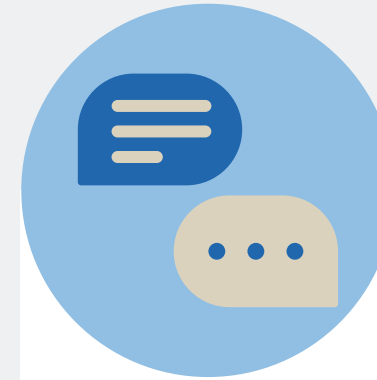
3. Pay it forward

Help your peers by introducing them to the connections you've already made - and ask them to do the same. Include something you know about them in the introduction to help spark a conversation.



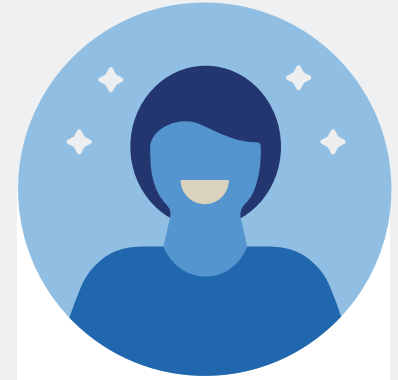
1. Push yourself

Ask for more responsibility on a project or task. It doesn't need to be big or challenging, but something in line with your confidence level.



2. Ask for help

90 days in, you may feel asking for help shows a lack of capability. That's not true! We want people to feel comfortable asking for help. Pick a challenge you are facing and discuss it with your manager or buddy.



3. Congratulations!

You've completed your formal onboarding. Schedule your 90-day review to reflect on how everything has gone. Focus on gut feelings and tangible examples from projects you've worked on.

Month 2

Month 3