

Integration Support

A constant companion of the Source & Select Process at Hilti !

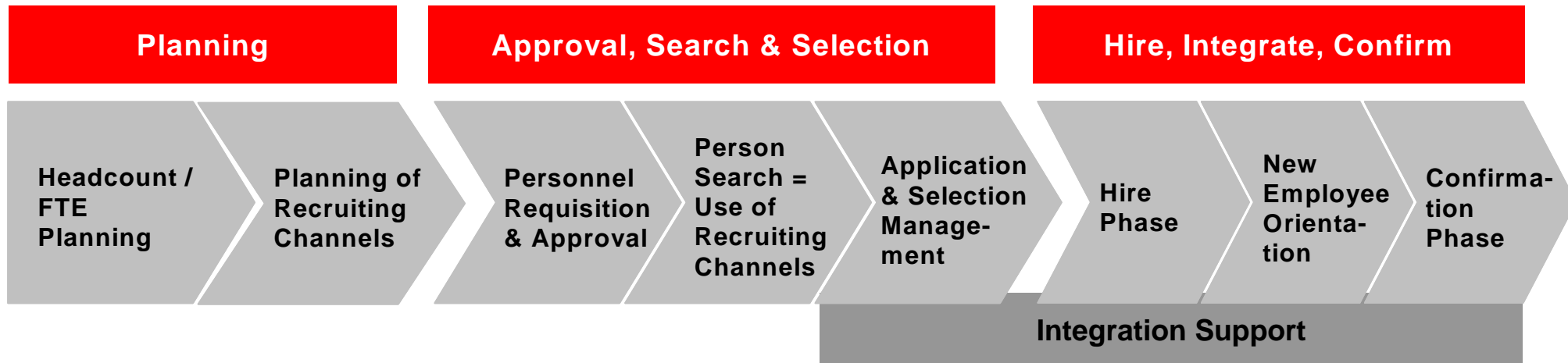
Best Practice Beitrag

**Bodensee-Personalleiternetzwerk
31. Mai 2007**

Source & Select

One thing in three steps

1. Select the right person for the Hilti bus and seat



Integration Support

Details and link to S&S Process

- **Application & Selection Management**
(Clarification of Terms)
- **Hire Phase**
(Contract is ready to sign)
- **New Employee Orientation**
(Introduction of Hilti organization structure and culture)
- **Confirmation Phase**
(Clear mile stones to be established)

Support Details

HR-Assistants look after:

- **Permit Procedure**
- **Temporary Housing**
- **Temporary Car Hire**
- **Face to Face Entry Information at 1st working day**
- **First answers to all questions occurring as Tax, Insurances, Schooling, Pension Fund, Social Security etc. or pass them on to experts**
- **In some cases activities do overlap supporting measures of Integration Manager!**

Support activities can take place in different phases of the Source & Select Process!!!

Support Details

Contact with Integration Manager

- **Standard information package – Living in**
- **Coordination of househunting**
- **Coordination of external housing offers (Seek and Offer)**
- **Coordination of school and childcare topics - on request!!!**
- **Coordination of external partners (tax advice, insurance, child care)**
- **Welcome mail with links to find the most important information in our intranet**
- **Social network – “Buddy System”**
- **ON REQUEST – assistance regarding special and individual topics**
- **Information about language course possibilities and tax advise**
- **Temporary housing**
- **Househunting for interns**
- **Welcome to Hilti seminar – informal question time offered**
- **By exception special service during the Application & Selection Management Phase**

Our main tasks

HRBP's

HR-Business Partners
(6 for local positions and
2 of global positions)

- **Contact for employees and managers**
- **Process partners**
Selection, Performance Management (PMP), Strategic People Development (SMD)
- **General matters**
Remuneration, Social systems, Training
- **Interdepartmental Projects** („The Read Thread“, GEOS...)

Support Team

Contact for all administrative matters

such as organisation of interview rounds, permits, contracts, references and much more

Integration Manager



- **Integration Support** for new team members and their families
- **Buddy System** (social network)
- **Integration Platform** (information packages)
- **Assistance** in various integration related tasks (authorities, schools, search for suitable accommodation ...)

Additional supporting measures to ease Integration

Job

- **Welcome to Hilti Seminar**
- **Our Culture Journey Orientation**
- **Living values of Our Culture Journey**
- **Awareness about the special situation of the employee (move, new job, authorities)**
- **Courage to ask !!!**
- **Integration Platform – Intranet**
- **Possibility to give Feedback with HR-Integration-Survey**

Team Member	Line	HR Admin.	HRBP	Integration Manager	External
X	X	X			
X	X	X			
X	X	X	X	X	
X	X	X	X	X	
X					
X				X	
X					X

Team Members Self-Response-Ability is crucial for the success!

Additional supporting measures to ease Integration

Environment

- **Expert Support for Tax matters**
- **Take advantage of several one time offers:**
 - Welcome Party
 - Spouse Activities (workshop)
 - External Leisure Activity Groups
 - Language Groups

Team Member	Line	HR Admin.	HRBP	Integration Manager	External
X					X
X				X	
X				X	
X					X
X				X	X

Team Members Self-Response-Ability is crucial for the success!

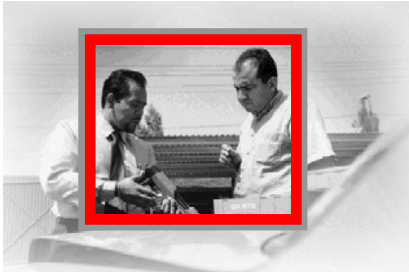
Integration Support

Efforts to overcome Language Barriers



**HR-Team:
HRBP
HR Admin.
Integration Manager**

**Social Network –
Buddy System**



Self-Responsibility

Colleagues/Line



**External Supports:
Househunting Support
Associations
Clubs for Leisure Activities**

Integration Support

Only together we can reach the
optimum!