

Welcome to KPMG

Joining a new firm can be quite overwhelming in the beginning, especially when the people, the tasks and the processes are all new.

As a means of reducing the uncertainty associated with this new chapter of your career, here is a roadmap for the start of your journey at KPMG.

This document outlines some of the key activities or events that need to take place within your first few months in order to ensure that you are content and fully operational. A number of individuals (Onboarding champ, Buddy, People Support and Learning & Development teams) will assist you in settling in.



Day 1: If your start date is the same as your induction date	
■	Onboarding Champion/Business Unit appointed buddy will meet you in the foyer at reception
■	Attend national induction/orientation
■	National induction programme includes: <ul style="list-style-type: none"> ■ Welcome and introduction ■ Complete mandatory personnel documentation ■ IT security training, allocation of laptops, photos for (and allocation of) access cards ■ Various presentations include medical aid, employee wellbeing, as well as risk & performance management.

Day 1: If your start date is different to your induction date	
■	Onboarding Champion/Business Unit appointed buddy will meet you at reception
■	Complete mandatory personnel documentation which you will receive from your Onboarding Champ/Business Unit appointed buddy. Documentation must be handed in at People after completion.
■	Office tour by your buddy showing you where the following is located: <ul style="list-style-type: none"> ■ Your workstation, pause areas, coffee and snack machines ■ Fax and photocopy machines, and stationery ■ Bathrooms and canteen.
■	Buddy will assist you with: <ul style="list-style-type: none"> ■ IT Security Training and allocation of laptops ■ Telephone and network access ■ Photos for, and allocation of, access cards.

“KPMG has chosen you and you have chosen KPMG. I am excited to welcome you to the firm – you’re joining an already impressive team where your own personal contribution will take us forward still further. Thank you for choosing KPMG!”

Moses Kgosana

First week	
■	Office tour by your buddy showing you where the following is: <ul style="list-style-type: none"> ■ Your workstation, pause areas, and coffee and snack machines ■ Fax and photocopy machines, and stationery ■ Bathrooms and canteen.
■	Your buddy will cover: <ul style="list-style-type: none"> ■ Their role ■ The firm, your Business Unit, office, team, internal resources, key contacts and ordering of business cards ■ The timesheet and expense claim submission processes.
■	Meet your Performance Manager to discuss initial tasks, the planning process and assignments you may already be planned on.

First month	
■	Meet your Business Unit (BU) People Process Leader (PPL) to introduce yourself
■	Schedule a formal goal setting meeting with your Performance Manager
■	Confirm current planning with the Engagement Manager, ensuring that you are planned or tentatively planned on your first assignment. Join your allocated client team. If unplanned, shadow your buddy on a client assignment
■	Meet your buddy bi-weekly to discuss any issues, queries or concerns you may have
■	Complete mandatory training
■	Identify your specific training needs and communicate them to your buddy and Performance Manager.

Within the first six months	
■	Attend relevant Learning and Development training course/s
■	Attend peer-group Q&A session with Counselling Partner
■	Attend preparatory briefing session for the next appraisal process
■	Where applicable, collate Engagement Review Forms (ERFs) from assignments and ensure sign-off by the Engagement Manager for those assignments
■	Discuss and collate personal development points noted during engagements
■	Schedule performance management meetings (pre and post ratings meetings) with your Performance Manager
■	Complete self-assessment on Dialogue Direct (performance management tool)
■	Schedule a counselling discussion with your Counselling Partner for June or July
■	Schedule a goal setting discussion with your Performance Manager before August
■	Identify possible mentors to assist with your career growth
■	Have an onboarding close-out meeting with your buddy.

KPMG Values

We lead by example

We work together

We respect the individual

We seek the facts and provide insight

We are open and honest in our communication

We are committed to our communities and

Above all, we act with integrity

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