Onboarding path
for Personnel Development Managers (PDM)

1. Joining the HR Department   (±10 hours)
Learn about the HR department, the HR tools, processes, procedures, and policies and your role & responsibilities

📱 Self-learning activities (on Tembo)	🕐 4 hours		Link
💻 Online classes	📅 2 x 3 hours		Contact your recruiter or career manager to register
🎬 Voices from MSF Emergencies - Managing HR & Finance (optional)	🕐 30 minutes		Link Password: Emergency

2. Technical learning activities   (± 2 hours)

📱 Discovering Homere	🕐 1.5 hours		Link
📱 Learning need assesments and LnD annual plan	🕐 30 mn		Link

3. Briefing with HQ colleagues, if relevant

These briefings provide you with an overview of the mission and project that you will be supporting and the priorities to focus on. This is an opportunity to discuss with the referents, ask questions and gain a greater understanding of your role.

Referents: Mobility, recruitment, L&D

Legend

📱 A self-directed learning activity, participants have free access and complete at their own pace

💻 Online class on fixed dates, participants must be registered by their recruiter or career manager

📄 A document that participants can consult at their own pace

🎬 Video, participants have free access and can view it at their own pace

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4. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels.

This may include having handover meetings with your predecessor, setting your objectives and priorities and confirming your onboarding next steps with your supervisor.

5. Individual accompagnement

Two to three weeks individual accompagnement with a L&D expert, full time present in the field or online, with the objective of helping you navigate your new position.

6. Continuous learning

Includes on-the-job learning

Consult the L&D learning offer for a list of learning opportunities on topics such as HR and finance. Please note that you need a MSF e-mail to access it. 🔗 Link

Version 1.1
To view the latest version of this document, go to the following link : https://msfgeneva.wixsite.com/onboardingpaths

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