DIVERSITY TOOLKIT FOR SME'S

Diversity Module Onboarding Integration

MODULE: LEGAL & PRACTICAL INFO

This module helps SMEs design onboarding processes that support international professionals and foster long-term integration.

ONBOARDING CHECKLIST FOR INTERNATIONAL PROFESSIONALS

- ☐ Welcome email and clear first-day agenda
- ☐ Assigned buddy or mentor
- ☐ Office tour and team introduction
- ☐ Explanation of cultural norms and work expectations
- ☐ Overview of administrative steps (residence registration, tax ID, insurance)
- ☐ Provision of multilingual materials if needed
- ☐ Initial feedback session after 2-4 weeks

BUDDY & MENTORING PROGRAMS

- Pair new international employees with experienced staff.
- Define clear roles and responsibilities for the buddy.
- Offer guidance on work culture, unwritten rules, and social integration.
- Schedule regular check-ins during the first 3 months.

SUPPORTING EVERYDAY LIFE

- Help with housing search or temporary accommodation.
- Provide info on public transport, local services, and cultural offerings.
- Facilitate language learning opportunities (courses, apps, peer exchange).
- Support for partners or family members (childcare, networks).

FROM WELCOME TO BELONGING

- Encourage participation in team events and informal activities.
- Recognize holidays and traditions of diverse team members.
- Create space for sharing personal backgrounds and success stories.
- Include feedback loops to adapt integration processes.