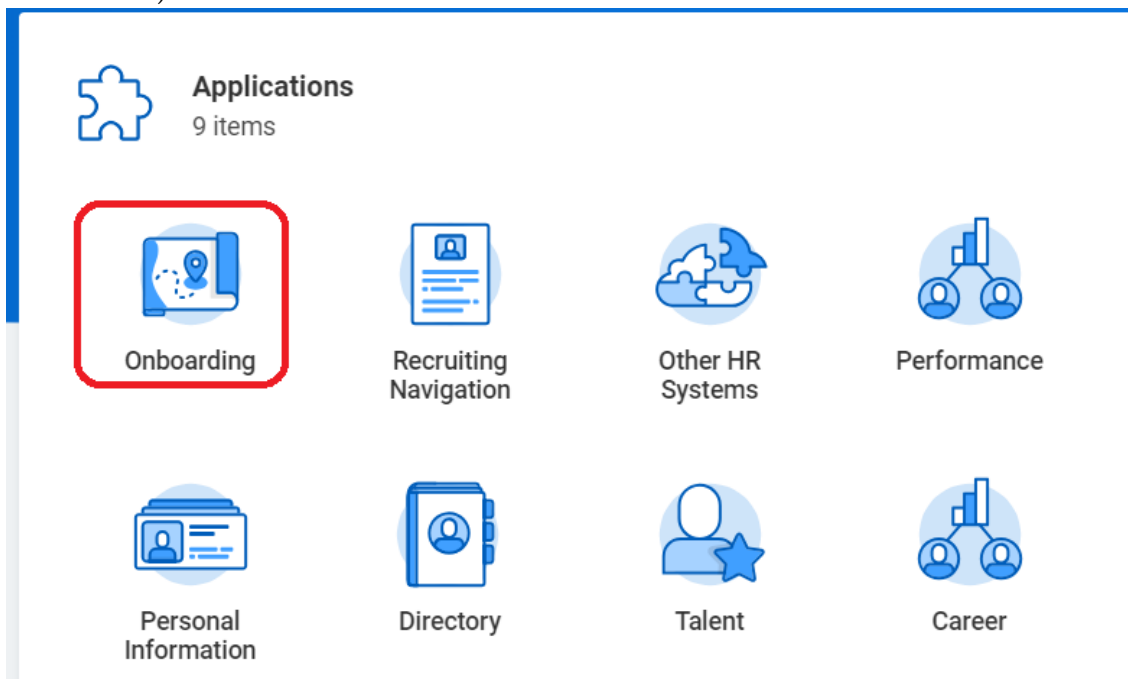


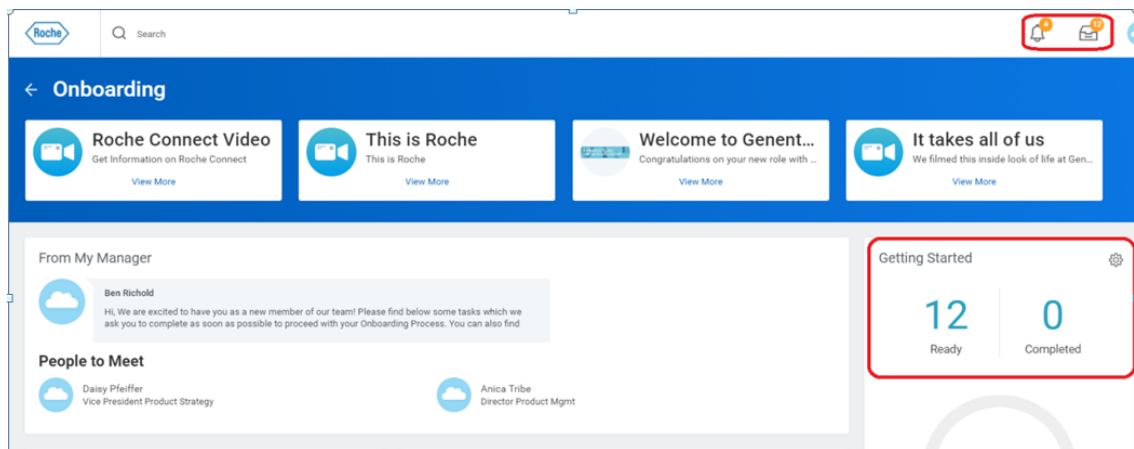
Onboarding Portal – Candidate

<https://wd3.myworkday.com/roche/login.flex?redirect=n>

1. You should receive an 2 emails. One from Global.HRsystem-DoNotReply@roche.com, this will come within 25-30 days of your start date, it will contain your New user ID and temp password. Make sure to login using the link within the email and create your interim password. The 2nd will have a subject line of “Welcome to Genentech” and will contain a link to our onboarding portal. This email will come after the first and possible closer to 15 days prior to your start date.
2. Click on the “Onboarding” worklet* to get to your tasks. Everyone’s view of this home page will be different, depending on your role within the company, so the worklet may not be in the same place as you see here. (if you don’t see the worklet at all, skip to the bottom to add the worklet and then come back to step 3).

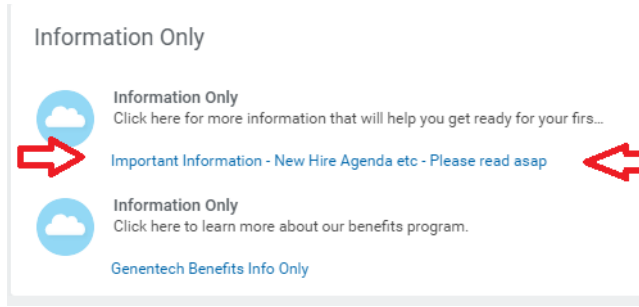


3. The Onboarding section will look similar to this, Please read everything (especially the section entitled “***Important Information - New Hire Agenda etc - Please read asap***” in the Information Only section and complete the tasks prior to coming to New Hire Orientation. The rectangular buttons across the top are full of company information as well. *Summer interns should pay attention to the specified information for your hire date within the Important Information link.





The “Information Only” Section was recently updated to be more clear vs screen shot above.



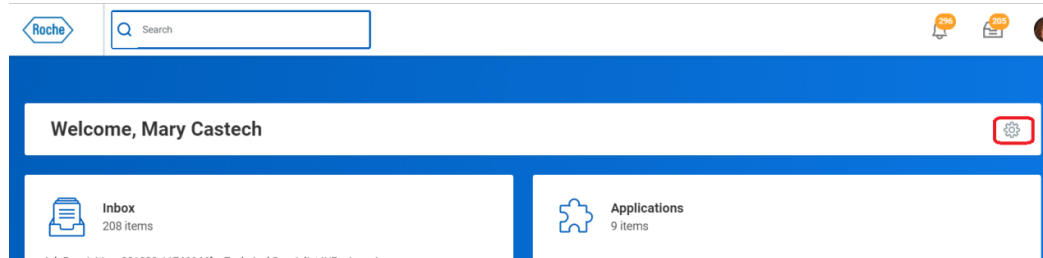
4. Click on the number in the “Getting Started” section to get to your tasks (you can also get to your tasks from the “inbox” by clicking on the Inbox Icon). Most tasks should be self-explanatory. There are some explanations on the tasks via the email in your inbox that may provide more information. If you have any questions, please do not hesitate to contact us for help by submitting a ticket via this link:

https://www.roche.com/careers/global_service/faqs/faqs_contact.htm

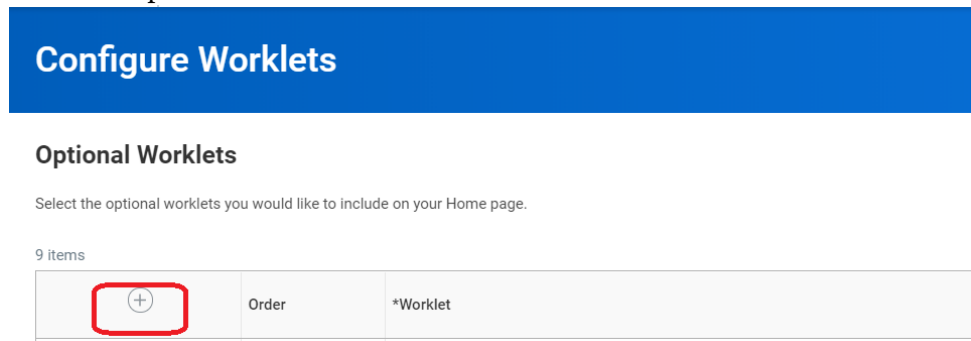
(If you click on a task via the inbox and it gives you an error similar to “This task is no longer available for this user”, don’t worry. This just means you have already completed that task.)

***If you do not have an Onboarding Worklet, don’t worry. You can create it yourself by clicking on the gear icon at the top left side of your screen.

- 1.



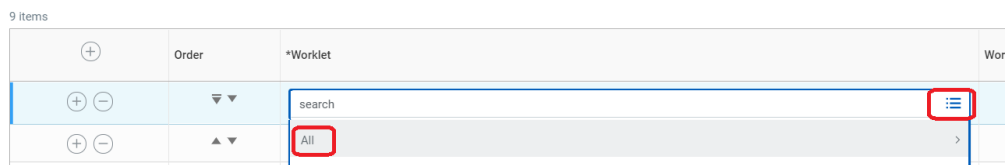
2. Click on the plus icon...



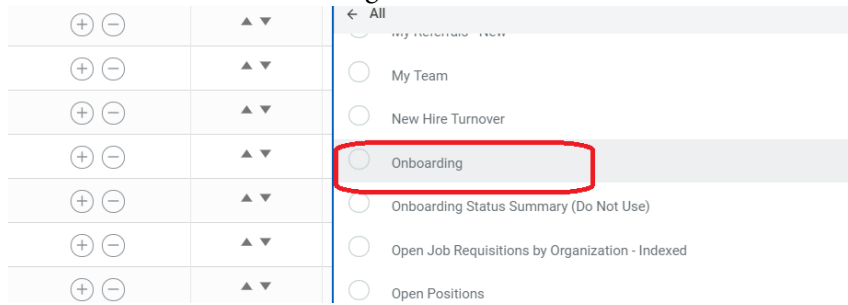
3. Click on the menu icon, then select “All” to get a list of all possible Worklets.

Optional Worklets

Select the optional worklets you would like to include on your Home page.



4. Now select "Onboarding"



5. Then click on OK

You should now be able to go back to the "Home" screen and see your Onboarding Worklet. Go back to step 3 to complete your tasks.