

New Joiner Checklist

**PUSH BOUNDARIES.
WITH US.**



Welcome to #TeamMunichRe

We're excited to have you on board. This onboarding checklist is designed to help you transition seamlessly into your new role and feel confident from day one. Please take a moment to go through each item and complete the steps along your onboarding journey at Munich Re.

Before Day 1



Keep an eye on your inbox for **important details** about your first day and access to the Pre-Hire Portal

Make sure to complete all **necessary paperwork and forms** and notify Munich Re of any changes

Day 1



Meet with your **manager and team** to start building connections

Set up your **IT access**: Log in, configure your devices, and secure your accounts

Discuss your **onboarding journey** with your manager, setting clear expectations for your first days and weeks

Week 1



Meet your designated **buddy** and start building a supportive connection

Learn about **Munich Re's business, strategy, vision, and mission**. Understand how this connects to your role's purpose and expectations

Share your new role on **LinkedIn**

Familiarize yourself with **internal systems** (e.g., MR Web, relevant SharePoints)

Review and familiarize yourself with **location specific policies & guidelines** (e.g., code of conduct, data protection, IT security)

Watch our welcome video and explore the **onboarding portal** for valuable resources to kickstart your journey with us



Social media templates
Click here for social media templates to help share your new role on LinkedIn.

Month 1



Complete all mandatory **e-learning courses**

Expand your network by learning about **other divisions** and collaborating with teams across departments

Familiarize yourself with [Continuous Conversations](#): our feedback & development culture

Learn more about our **core business** by joining the virtual "get to know the business" series

Keep a look out for an invitation to complete the **onboarding survey** (30 day)

Consider leaving a **review** of your recruiting and onboarding experience on [Glassdoor](#) and/or [Kununu](#)

First 3 Months



Explore development opportunities to support your growth. Check out the **Munich Re Academy offerings**

If your manager hasn't already done so, set up a **feedback and development conversation** to review progress, discuss strengths, and identify areas for growth. Use the [CC Development Canvas](#) for support

Continue **regular touchpoints** with your buddy if desired and discuss future engagements

For people leaders: make sure to check out the Leadership Academy and attend the recommended courses (e.g., Leadership Compass Adoption Workshops, Inclusive Mindset Training)



Access the **MR Academy**

Month 3–6



Regularly seek and provide **feedback** through one-on-one conversations with your manager and peers

Participate in **activities that reinforce learning**, such as networking events, training sessions, and buddy meetings

Keep a look out for an invitation to complete the **onboarding survey** (6 month)

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