

ONBOARDING

FIRST 7 DAYS

[Day 1] IT Onboarding

[Day 1] Setup laptop

[Day 1] HR Onboarding

[Day 1] Complete I9 & Payroll (US employees only)

[Day 1] Finalize organizational announcement (bio & pic) and send to HR

[Day 1] Tools: Confirm access to department and role specific applications

[Day 1] 1:1: Manager - Joe Maionchi

[Day 1] Local team introductions

[Day 1] Work out an initial task or tasks with your manager that you can complete this week and then complete

Goals: Review and adjust 30/60/90 day plan

Goals: Review, align and update the Internship plan (goals, outcomes, milestones)

1.1: Setup recurring 1:1 meetings with manager

1:1: APM - Hendrik Krack

Team: Meet with your team (daily standups, etc.)

Team: Meet the executive team visiting the SF office (Adrian - CEO, Rod - Chief Innovator, Luis - Chief of Staff)

Team: Get on required meetings and chat channels

Team: Study the technical resources for your team/function

Learning: Complete onboarding (New Hire Wizard)

Learning: Review the Aparavi org chart, roles and responsibilities with your manager

Learning: Go through the onboarding checklist (set up environments, start working with tools, communication, etc.)

Learning: Create and maintain a list of broken or outdated things in our onboarding/training materials

Learning: Review aparavi.com and provide feedback to your manager and the web team - what's clear, confusing, etc.

Learning: Get familiar with the goals of the AI team, Engineering org and company

Learning: Check out, build, install and run DTC on your laptop

Project: TBD

Project: TBD

7 DAY TOTALS

FIRST 30 DAYS

Goals: Review and update the Internship plan (goals, outcomes, milestones)

Team: Meet with Engine team: Mikhail, Alexandru, Stepan, Saurabh, Ariel

Team: Discuss and set clear expectations, working hours and timelines with your manager

Team: Work with manager to assign appropriate bugs, tests or tech debt to start getting familiar with the code and architecture

Learning: Read and acknowledge ACTS values at Aparavi

Learning: Understand the core concepts of Aparavi Software

Learning: Review and learn department and team best practices and processes

Learning: Get familiar with the how-to documentation as a reference for when you need to know how to ...

Learning: Receive hands-on training on **Aparavi Data Toolchain for AI** (install, configure, use cases/flows)

Learning: Review our new test automation for DTC with Elen, Vova

Learning: Get an architectural overview of the product, understand basic flows and user experiences

Learning: Register for Aparavi Academy and start browsing the contents (register with your @aparavi.com email address)

Assessment: ACTS values at Aparavi

Assessment: Company, Engineering org and AI team goals

Assessment: Onboarding checklist (tools, systems, environments, communication)

Assessment: Department and team best practices and processes

Assessment: How-to knowledge check

Assessment: Aparavi Core Concepts

Project: TBD

Project: TBD

30 DAY TOTALS

FIRST 60 DAYS

1.1: Setup recurring 1:1 meetings with tech lead

Goals: Review and update the Internship plan (goals, outcomes, milestones)

Team: Deliver assigned feature or enhancement in the next release that positively impacts customer success, sales

Learning: Fix the things you can fix that are broken/outdated in our onboarding/training materials. Review with your

Team: Work with manager to identify one or more areas to focus your learning and development for your assigned

Learning: Receive hands-on training on **Aparavi Data Suite** (install, configure, use cases/flows)

Assessment: Understanding of how Platform is tested

Assessment: Current roadmap and project(s)/assignment(s)

Assessment: Aparavi architecture overview

Assessment: Aparavi Fundamentals

Assessment: Aparavi hands-on (install, configure, use cases/flows) for **Aparavi Data Toolchain for AI**

Project: TBD

Project: TBD

60 DAY TOTALS

FIRST 90 DAYS

Goals: Review and update the Internship plan (goals, outcomes, milestones)

Team: Deliver assigned feature or enhancement in the next release that positively impacts customer success, sales

Learning: Complete required HR training (as applicable)

Learning: Study and learn the expectations for the entry level engineering role via the leveling matrix

Learning: Fix the things you can fix that are broken/outdated in our onboarding/training materials. Review with your

Assessment: Aparavi hands-on (install, configure, use cases/flows) for **Aparavi Data Suite**

Assessment: Demonstrate competency in your assigned SME area(s)

Assessment: Deliver the internship review report and review it with your manager

Project: TBD

Project: TBD

90 DAY TOTALS

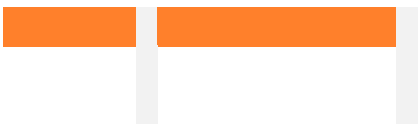
SELF
ASSESSMENT

LEVEL	TYPE	APPROVAL	WEIGHT (%)	% COMPLETE
Aparavi	Orientation	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	People	N/A		0%
Aparavi	People	N/A		0%
Engineering	Product	Manager		0%
Aparavi	Orientation	Manager + HR		0%
Aparavi	Orientation	Manager + HR		0%
Aparavi	People	N/A		0%
Aparavi	People	N/A		0%
Engineering	People	N/A		0%
Aparavi	People	N/A		0%
Aparavi	People	N/A		0%
Engineering	Product	N/A		0%
Aparavi	Orientation	N/A		0%
Aparavi	Aparavi	N/A		0%
Engineering	Product	Manager		0%
Aparavi	People	N/A		0%
Aparavi	Product	N/A		0%
Aparavi	Aparavi	N/A		0%
Engineering	Product	N/A		0%
Engineering	Product	N/A		0%
Engineering	Product	N/A		0%
			0%	0%
			WEIGHT (%)	% COMPLETE
Aparavi	Orientation	Manager + HR		0%
Engineering	People	N/A		0%
Aparavi	People	Manager		0%
Engineering	Product	Manager		0%
Aparavi	Aparavi	N/A		0%
Aparavi	Aparavi	Manager		0%
Engineering	Product	N/A		0%
Engineering	Product	N/A		0%
Engineering	Product	N/A		0%
Engineering	Product	N/A		0%
Engineering	Product	Manager		0%
Aparavi	Product	N/A		0%

Aparavi	Aparavi	Manager		0%
Aparavi	Aparavi	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
			0%	0%
			WEIGHT (%)	% COMPLETE
Engineering	People	N/A		0%
Aparavi	Orientation	Manager + HR		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	N/A		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager + CTO		0%
Aparavi	Product	Manager + CTO		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
			0%	0%
			WEIGHT (%)	% COMPLETE
Aparavi	Orientation	Manager + HR		0%
Engineering	Product	Manager		0%
Aparavi	Orientation	HR		0%
Aparavi	Aparavi	N/A		0%
Engineering	Product	Manager		0%
Engineering	Product	Manager		0%
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Engineering	Product	Manager		0%
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			#REF!	#REF!

MANAGER
ASSESSMENT







<https://aparavi.atlassian.net/wiki/spaces/AP/pages/2985295873/Onboarding+Resources>

<https://aparavi.atlassian.net/wiki/spaces/AP/pages/2148139076/Eng+Onboarding+Checklist>

<https://www.aparavi.com>

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<https://aparavi.atlassian.net/wiki/spaces/AP/pages/1816789011/Best+Practices>

<https://aparavi.atlassian.net/wiki/spaces/AP/pages/2951086083/Aparavi+How-To>

https://aparavi.sharepoint.com/:f:/s/Onboarding_LMS_TrainingBuild/EhyQKdBVvwJEqXPmWG0p4FwBnogmJ5rZL

<https://aparavi-academy.eu/en/registration>



https://aparavi.sharepoint.com/:f:/s/Onboarding_LMS_TrainingBuild/EhyQKdBVvvJEqXPmWG0p4FwBnogmJ5rZL



[Software Engineer Leveling Matrix - 2-27-23.xlsx](#)
https://aparavi.sharepoint.com/:f:/s/Onboarding_LMS_TrainingBuild/EhyQKdBVvvJEqXPmWG0p4FwBnogmJ5rZL





