

## Electric Inc. Onboarding Infosheet

### Welcome to Electric Inc.!

We're thrilled to have you join our team. This infosheet will guide you through your first days and help you hit the ground running.

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### 1. Company Snapshot

- **Mission:** Empower individuals and organizations with reliable, innovative products and services that transform work into exceptional experiences.
  - **Vision:** Be the world's most trusted partner in designing and delivering sustainable, technology-driven work environments.
  - **Core Values:** Integrity • Innovation • Excellence • Sustainability • Customer Centricity • Collaboration
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### 2. Your First Day

#### 1. Arrival & Badge Pickup

Visit Reception by 9:00 AM to collect your ID badge and building access card.

#### 2. Workstation Setup

You'll be escorted to your desk. IT will help you with login credentials, email setup, and phone configuration.

#### 3. Welcome Meeting

Meet your manager and team in Conference Room A for a brief introduction and overview of your role.

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### 3. Key Contacts

Role	Name	Email	Extension
Hiring Manager	[Manager Name]	<a href="mailto:[manager@electricinc.com]">[manager@electricinc.com]</a>	1234
HR Partner	[HR Contact]	<a href="mailto:[hr@electricinc.com]">[hr@electricinc.com]</a>	1100
IT Support	Helpdesk	<a href="mailto:[helpdesk@electricinc.com]">[helpdesk@electricinc.com]</a>	1001
Facilities Coordinator	[Facilities Name]	<a href="mailto:[facilities@electricinc.com]">[facilities@electricinc.com]</a>	1122

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### 4. Essentials to Complete

- **New-Hire Paperwork:** Complete via the HR portal by end of Day 1.
- **IT Acknowledgment:** Sign IT policy and data-security agreement.
- **Benefit Enrollment:** Choose your medical, dental, and retirement plans within 30 days.

- **Safety Training:** Complete online Workplace Safety module within your first week.
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## 5. Orientation & Resources

- **Orientation Session:** Scheduled Day 2 at 10:00 AM in Training Room 2. Topics include company overview, values deep dive, and Q&A.
  - **Employee Handbook:** Access on the intranet under “Resources → Policies & Guidelines.”
  - **Intranet Portal:** Bookmark [intranet.electricinc.com](http://intranet.electricinc.com) for news, directories, and support links.
  - **Slack Channels:** Join #general, #it-support, #team-electric, and any project-specific channels.
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## 6. First Week Goals

1. **Meet Your Team:** Schedule one-on-one introductions with key colleagues.
  2. **Role Review:** Discuss 30-60-90 day objectives with your manager.
  3. **Tools & Systems:** Ensure you can access product catalog, CRM, and ticketing systems.
  4. **Product Tour:** Familiarize yourself with our flagship products through hands-on demos or product pages.
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## 7. Culture & Perks

- **Innovation Labs:** Participate in monthly hackathons and idea jams.
  - **Wellness Programs:** On-site yoga classes, meditation sessions, and gym stipends.
  - **Community Engagement:** Volunteer days and STEM outreach events.
  - **Social Events:** Quarterly team offsites, happy hours, and holiday celebrations.
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## 8. Helpful Links

- **HR Portal:** [intranet.electricinc.com/hr](http://intranet.electricinc.com/hr)
  - **Helpdesk Tickets:** [intranet.electricinc.com/it-help](http://intranet.electricinc.com/it-help)
  - **Expense Reimbursement:** [intranet.electricinc.com/finance](http://intranet.electricinc.com/finance)
  - **Training Courses:** [intranet.electricinc.com/learning](http://intranet.electricinc.com/learning)
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## Need Help?

Reach out to your HR Partner or post questions in Slack #new-hires. Welcome aboard—let's electrify the future of work together!