

Upwork Environment Onboarding Guidance Manual

Welcome to our Upwork environment! We're thrilled to have you on board as part of our team. Below is a comprehensive guide to help you navigate and thrive in our dynamic and collaborative workspace.

Introduction

- **Mission Statement:** Our goal is to create an amazing, positive, productive, distributed, and collaborative environment for everyone involved.
- **Communication Policy:** All communication within this environment is public and non-confidential. Please refrain from sharing any confidential information.

Culture and Values

- **Proactivity:** Be proactive, helpful, and communicative in all your interactions.
- **Value Addition:** Identify where you can add value, jump in, and contribute to projects/tasks.
- **Team Collaboration:** Foster a culture of collaboration and assist others whenever possible.
- **Continuous Learning:** Embrace opportunities for learning and personal growth.
- **Efficiency:** Deliver high-quality work within the allocated hours and strive for a good value/cost ratio.
- **Utilization of Tools:** Leverage tools like GenAI to enhance productivity and output.

Workflow and Responsibilities

- **Ownership:** Take ownership of tasks/projects and deliver them within the agreed-upon timelines.
- **Flexibility:** Your contract specifies a maximum number of hours per week, but actual workload may vary. Always stay within the allocated hours.
- **Task Allocation:** If you identify a task/project that aligns with your skills and expertise, feel free to request from PM's or Design Manager to jump in and contribute
- **Project Management:** Assist in managing the Upwork work environment by providing support in #admin__upwork-management and #admin__upwork_workflow channels.

Collaboration and Support

- **Public Channels:** All discussions and information shared should be public and accessible to everyone.
- **Minimal DM Usage:** Direct messages should be used sparingly and only when absolutely necessary.
- **Assistance:** Help others whenever possible, and feel free to bill for your time spent assisting them.

Searching for Tasks to Assist With

As a member of our Upwork environment, you have the opportunity to contribute to various tasks and projects across different domains. Here's how you can actively search for tasks to assist with:

- **Task Tags:** Keep an eye out for task tags such as ":task:" or ":design-task:" within the communication channels. These tags indicate specific tasks that require assistance or collaboration.

Search results for 'design-task:'


Messages 3 Canvases 0 Files 0 Channels 0 People 0

From ▾ In ▾ With ▾ Date ▾ Only my channels Exclude automations [More filters](#)



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proj-design-requests - 8 Jan

 **Dinis Cruz - CISO (HB)** 2:29 PM
:design-task: create a visualisation for all the Upwork team that we have here, with names, photos, ... [Show more](#)

proj-design-requests - 8 Jan

 **Dinis Cruz - CISO (HB)** 3:13 PM
:design-task: I need an infographic with the key points, principles and messages from 
image.png
Shared by Dinis Cruz - CISO (HB) today

proj-design-requests - 8 Jan

 **Dinis Cruz - CISO (HB)** 2:30 PM
:task: add an emoji here in Slack for :design-task: (and for :task:)

Search results for 'task:'


Messages 7 People 1 Canvases 0 Files 0 Channels 0

From ▾ In ▾ With ▾ Date ▾ Only my channels Exclude automations [More filters](#)


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upwork-slack-workflows - 5 Jan

 **Dinis Cruz - CISO (HB)** 6:12 PM
:task: add a task icon 📌


upwork-slack-workflows - 5 Jan

 **Dinis Cruz - CISO (HB)** 6:12 PM
:task: make me (and who needs) an Admin of this Slack Workspace


cms-project-01 - 8 Jan

 **Dinis Cruz - CISO (HB)** 3:46 PM
:task: rename this channel to start with :proj-


proj-design-requests - 8 Jan

 **Dinis Cruz - CISO (HB)** 2:30 PM
:task: add an emoji here in Slack for :design-task: (and for :task:)

proj-design-requests - 8 Jan

 **Dinis Cruz - CISO (HB)** 2:24 PM
:task: 📌

proj-center-parcs-jan-2024 - 8 Jan

 **Dinis Cruz - CISO (HB)** 3:23 PM
:task: we also need a design/page for the vendors that are going to join us, with the key message being ... [Show more](#)

👤 1 result

- **Keyword Search:** Utilize the search function within the communication platform to look for keywords related to your skills or areas of expertise. For example, if you're a graphic designer, you can search for terms like "design," "graphics," or "UI/UX" to find relevant tasks.
- **Project Discussions:** Engage in project discussions and team meetings to understand ongoing initiatives and identify areas where your skills can be applied. Don't hesitate to ask project owners or team leads if they need assistance with any specific tasks.
- **Task Boards or Lists:** Some teams may use task boards or lists to organize and track ongoing tasks and projects. Check these boards regularly to see if there are any tasks that align with your capabilities and interests.
- **Initiate Discussions:** If you have ideas or suggestions for new tasks or projects that align with the team's objectives, initiate discussions within the appropriate channels. Collaborate with team members to refine and execute these ideas.

Remember, being proactive and communicative is key to finding tasks to assist with. By actively searching for opportunities to contribute, you'll not only add value to the team but also enhance your own learning and growth within the Upwork environment.

If you're unsure about where to start or need assistance in identifying tasks, don't hesitate to reach out to team leads or project owners for guidance. We encourage a culture of collaboration and mutual support, where everyone's contributions are valued and appreciated.

Hiring and Talent Acquisition

Recommendations: If you have recommendations for hiring Upwork talent or specific skillsets, proactively create Upwork projects and assist in the selection/hiring process.

Expansion: We are continually looking to expand our team, so if you know of talented individuals or companies, please share your recommendations.

Conclusion

Thank you for joining our team! We're excited to embark on this journey together and create amazing things. Your contributions and dedication are invaluable to our success. Let's make this a fun and rewarding experience for everyone involved!

This manual serves as a guide to ensure a smooth onboarding process and ongoing success within our Upwork environment. If you have any questions or need further clarification on any aspect, please don't hesitate to reach out to the appropriate channels for assistance.

Let's make every moment count and create a thriving, collaborative community!

Sincerely,

Dinis Cruz

CIBO (HB)