

[Company Logo] - New Horizon Solutions

## Job Expectations & Procedure Manual

Role: Software Engineer

Employee Name: Jane Doe

Employee ID: 12345

Date: March 03, 2025

Department: Technology

### Section 1 - Responsibilities:

- Develop and test software applications using Python and Java.
- Collaborate with team on Agile sprints, delivering code every 2 weeks.
- Troubleshoot and resolve production issues within 24 hours.
- Document code and processes in Confluence.

### Section 2 - Expectations:

- Work Schedule: 40-hour workweek, 9 AM - 5 PM, with flexibility.
- Performance Goals: Complete 5 user stories per sprint.
- Professional Development: Attend 1 training session quarterly.
- Team Collaboration: Participate in daily stand-ups at 10 AM.

### Section 3 - Processes and Procedures:

- Task Tracking: Use Jira for all assignments; update status daily.
- Code Review: Submit pull requests by EOD Friday; 2 peer reviews required.
- Deployment: Follow CI/CD pipeline via Jenkins; test in staging first.
- Incident Reporting: Use PagerDuty for critical issues; escalate to CTO if unresolved in 2 hours.

### Section 4 - Tools and Resources:

- Provided Software: IntelliJ, Git, Slack
- Training Materials: Available on intranet under "Tech Resources"
- Support: Contact IT at [it.support@newhorizon.com](mailto:it.support@newhorizon.com)

Section 5 - Acknowledgment:

- I have read and understand the expectations and procedures.

- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Updates to this manual will be communicated via email. Contact your supervisor or HR for clarification.