WELCOME TO CODISTAN!

Greetings from Codistan's Team!

This document outlines the critical onboarding tasks for the first week of joining Codistan. Designed to provide a smooth transition into the company and the role, it covers information to help you hit the ground running and make the most of your time here. From getting familiar with the team and the work environment to understanding the development processes, this document is a comprehensive guide to your first week at Codistan.

Email & Slack, Discord Basecamp Link

Dear Teammate,

We welcome you at Codistan🤩 As part of Codistan Ventures, You have been given an email regarding your official email address for your usage as a member of Codistan's team. Please look into that.

Here are the details:

Webmail: https://webmail.codistan.org

Username: muqeet.ullah@codistan.org

Password: 0[9S2@N.7xDq

To make life easier for yourself, you can connect this email to your Gmail account and send and receive emails from the same Gmail interface using this email.

Please insert your signature for the official email to ensure consistency and professionalism in all of your communication.

For your convenience, I have included a link below to assist with adding signatures:

Link: https://www.hubspot.com/email-signature-generator

For the Dev team, you need to join this slack channel as well from their company email:

https://join.slack.com/t/codistan-talk/shared_invite/zt-1kp24kba9-dbi0IGrWl6aotEwb2bPbYA

You must install Slack and log in from your mobile as well as your laptop.

Best regards,

Mahnoor Malik

HR-Recruitment Manager

Codistan Pvt.Ltd

Employees Information Form:

Hope you are doing well!
I am sending you the employee information form as I have to update and gather your information for Records. So I request you to fill out this form and kindly recheck it before sending it.

https://forms.gle/yYDUYiZBKX2o4Gfe9

Try to fill it out ASAP
Thanks for your time and cooperation

Please add the full IBAN in the bank account details to avoid any issues while transferring salaries.
Best regards,
Mahnoor Malik
HR-Recruitment Manager
Codistan Pvt.Ltd

Codistan Crew rules Message:

I have added you to the Codistan Crew group, which is the company's official group for making official announcements.
There are certain ethics while communicating in the Codistan Crew group, here are some rules to follow:

- Have respect for each other. Respect each other's ideas.
- Please don't send jokes or religious and political opinions to the group.
- Avoid private conversations in a group chat.
- Always keep to the purpose of the group! Don't share irrelevant messages about other topics.
- Don't be offended if others leave.
- Please share any office issues directly with the Admin instead of posting them in the group
- Before sending any text in the group regarding any issue kindly separately send or share it with the Human Resource Department✨
- To streamline the boardroom booking process and avoid any inconvenience, please make sure to utilize the Calendly link provided in the description to schedule and reserve the boardroom before usage.

Onboarding document for Developers:

Please find the link to the onboarding document attached:
https://docs.google.com/document/d/1iIDXNjTqbg5Pa_YEpbQeYiNC2qrc-JEmhznacSUNFKM/edit#
This document outlines the key onboarding tasks for the first week of joining the Development Department at Codistan. Designed to provide a smooth transition into the company and the role, it covers important tasks and information to help you hit the ground running and make the most of your time here. From getting familiar with the team and the work environment to understanding the development processes, this document is a comprehensive guide to your first week at Codistan.