

## Candidate Guidelines to be part of ANKO

### Pre-Onboarding: -

- **Background verification (BGV)** is key for any onboarding at Anko. This will be initiated once candidates clear all rounds of interview. An email from [kcheck.admin@kpmg.com](mailto:kcheck.admin@kpmg.com) Ensure you complete the process of submission on priority for concise and clear verification. It will take about 2 weeks to complete all the checks. At Anko, no candidates will be onboarded without BGV being cleared.
- TA partners will initiate SuccessFactors onboarding email **1 to 2 weeks** prior to your onboarding, you will receive the mail from [ias@notifications.sap.com](mailto:ias@notifications.sap.com), (**check inbox and spam**) which must be dully filled and submitted. Kindly reach out to the SPOC in case of any queries
- Please share the **complete postal address** with the TA recruiter (or) SPOC if you are interested to avail cab facilities.
- The **designated day** for onboarding of new hires, is only **Monday of every week**. We request all candidates to manage their last working day to align with this onboarding schedule at ANKO. If a Monday owes to be a public holiday, it is imperative to reach out to your assigned recruiter to discuss alternative onboarding day.

### Prep for Day 1 of joining: -

- An email from [P&Cteam@kmart.com.au](mailto:P&Cteam@kmart.com.au) will provide all the details about your Induction **schedules** and **documents** to be kept handy for **Day 1**.
- **Arrive by 8:15 AM** for a seamless onboarding process.
- **Dress code** followed here, is business casual (professional yet comfortable). Avoid casual attire such as jeans, t-shirts, or sneakers. Dressing appropriately helps to make a positive first impression and aligns with the professional environment at an organisation. Photo session for the purpose of ID card will be handled on the same day.
- **Morning commute** should be managed by the **new joiners**. Based on the cab request and address shared with the Single Point of Contact (SPOC). The cab will be arranged for the evening drop

### Key points to note: -

- As part of year-end shutdown in the December every year, it is mandatory time off for all team members. Annual leaves will have to be utilized; to apply for this time off (or) based on the project need, team members will be assigned as skeletal staff by the reporting manager.
- Team members joining on or **after 1<sup>st</sup> of April** of the financial year will **not be eligible** to participate in the performance cycle and Year-End Bonus program of the same year.
- On **accepting the offer**, you will have the opportunity to meet with **ANKO leaders** during your notice period, either virtually or in person, based on availability. The interaction will help candidates to learn more about the organization, road map and future requirements of the organization.
- If you are a **relocation candidate** (current work location other than Bangalore) it is **mandatory to sign and share** the relocation agreement document and go through the **relocation policy** shared by the respective recruiter.
- If you are opting for a **notice period buyout**, please inform the recruiter and obtain prior **approval on email** to avail this benefit. The amount for the notice period buyout must be clearly specified in the full and final settlement document that will be **considered for**

**reimbursement.** Also be aware that this amount is subject to taxation at the time of **reimbursement.**