

New Employee Onboarding Guide

Welcome to the Team!

We are thrilled to have you with us. This document outlines your first steps and departmental expectations as you integrate into our culture and workflows.



Mandatory All-Hands Meetings

Starting next month, all new hires are required to attend our sync-up sessions to ensure you are supported and informed.

- **Monday Morning Kickoff:** 9:00 AM – 10:00 AM
 - **Friday Reflection & Happy Hour:** 4:00 PM – 5:00 PM
 - **Location:** Calendar invites will be sent to your company email by EOD Friday.
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Departmental Overviews

Engineering

- **Focus:** Shipping high-quality code and maintaining system reliability.
- **First Week Goal:** Set up your local environment and complete your first "Good First Issue" ticket.
- **Tools:** GitHub, Jira, Slack (#eng-general).

Human Resources (HR)

- **Focus:** Supporting our people and fostering a healthy work environment.
- **First Week Goal:** Complete all benefit enrollment forms and review the Employee Handbook.
- **Tools:** Workday, BambooHR, Slack (#hr-support).

Sales

- **Focus:** Driving growth and building lasting client relationships.
- **First Week Goal:** Shadow three discovery calls and complete the "Product Knowledge" certification.
- **Tools:** Salesforce, LinkedIn Sales Navigator, Slack (#sales-wins).

Basic Instructions for Day 1

1. **Hardware Setup:** Collect your laptop and peripherals from the IT desk.
2. **Email Activation:** Log in to your company email and set up Multi-Factor Authentication (MFA).
3. **Communication:** Join your specific department channels on Slack.
4. **Intro Meetings:** Check your calendar for 1-on-1s with your manager and your assigned "Onboarding Buddy."
5. **Documentation:** Read the *Company Culture Wiki* to understand our core values and mission.

Pro Tip: Don't be afraid to ask questions! Everyone here was "the new person" once. We use the [#help-me](#) Slack channel for any quick technical or navigational hurdles.