

# AXIOM INC. - EMPLOYEE ONBOARDING GUIDE

## 1. WELCOME & ORIENTATION

All new employees will attend a mandatory orientation session on their first day. The session covers company history, mission, values, and organizational structure. Orientation runs from 9:00 AM to 12:00 PM and includes a campus tour.

## 2. FIRST WEEK CHECKLIST

Day 1: Orientation, IT setup, meet your manager and buddy.  
Day 2: Department deep-dive, tool access setup, security training.  
Day 3: Project overview with team lead, 1:1 with manager.  
Day 4: Self-paced training modules (Axiom Academy).  
Day 5: Buddy lunch, first week retrospective with manager.

## 3. EQUIPMENT PROVISIONING

All employees receive a company laptop (MacBook Pro or ThinkPad based on role), external monitor, ergonomic keyboard/mouse, and noise-canceling headset. Engineering roles additionally receive cloud development credits and IDE licenses.

## 4. BUDDY PROGRAM

Every new hire is assigned a buddy from their department who has been with the company for at least 6 months. Buddies meet with new hires at least twice in the first month and are available for questions during the first 90 days.

## 5. 30-60-90 DAY MILESTONES

30 days: Complete training, attend all team ceremonies, first deliverable.  
60 days: Independent project ownership, cross-team collaboration.  
90 days: Performance review with manager, goal setting for next quarter.

## 6. FEEDBACK & SUPPORT

New hires receive pulse surveys at 2 weeks, 1 month, and 3 months. HR Business Partners are available for confidential support at any time.