

**Welcome to join Tymphany,  
where sound is passion!**

**This is Orientation Map for you**



# Your First 3 Month Flow

Welcome on-board ,hope you have  
a bright future at Tymphany!

## Day 1



**START**

Arrive at the  
reception desk

### Day 1

Welcome Letter



### Day 1

Walk around  
the office



### Day 1

Say Hi to  
supervisor and  
team members



### Day 1

Labor contract  
signing

### Day 1

Lunch with  
team members

### Day 1

Familiar with  
company  
software tools



### Month1

Month 1  
Meeting  
With LM

### Month 1

Join other  
Trainings like  
PDM

### Month 1

HR New Hire  
Orientation  
with test

### Week 1

Submit setting  
goals to HR

### Week 1

Set Probation  
goals with line  
manager



Performance  
Review Form

### Week 1

Familiar with  
Orientation  
Materials



Materials Link:  
M:\HR\新员工  
入职培训

### Week 1

Confirm  
Work  
time



08:00-17:00  
08:30-17:30  
09:00-18:00  
09:30-18:30

### Month 2

Month 2  
Meeting  
With LM

### Month 3

Probation  
Performance  
review with LM

### Month 3

One on one  
communication  
with HR



Technical Road

Management Road

