Engineering Onboarding Process

# Introduction:

During the first months of the contract we encounter various difficulties during the onboarding process based on our experience we improved our onboarding process to include the following activities.

## Pre-Onboarding (Up to 5 Days prior to the official start date)

1. Resource equipment approved and shipped
2. GCIO Email, network and other accounts created
3. VA Onboarding forms send to GCIO Email
4. Welcome Email with onboarding documentation, Team Composition and QuickStart links.
   1. “Onboarding Email.docx”:

Template of the email all new hires received, this email is sent by the Engineering Lead the PM and Onboarding Lead are copied in the email.

* 1. “Eng Onbording.pdf”:

Document attached to the onboarding email with the following information

* + - 1. VSA Org Chart
      2. Slack Workspaces
      3. Slack Channels
      4. GitHub QuickStart Links
  1. “VSA Engineering Onboarding.pdf”:

Onboarding VSA Engineering presentation

## Onboarding

1. 1:1 with Engineering lead on the first day
2. An Onboarding Buddy get assigned to the new resources someone in the same discipline and if possible, the same group.
3. The Admin Analyst follow up with the onboarding documentation and submit it to the he VA
4. The Engineering Lead add the resource to the appropriate meetings
5. The resource is property introduced to their peers and the PM