New Employee Resource Guide

Welcome to DXC Technology. We're glad you're here.

Empower and invest in yourself by completing the DXC onboarding process, partnering with your Hiring Manager and your Onboarding Mentor (if one is assigned by your manager) as you progress. The training and resources in this guide will help you become oriented to your new company, business or global function, region and country, and role.

Listed below are activities that you as a New Employee should complete during the designated timeframe to ensure a thorough Onboarding experience. Prioritize the highly recommended activities identified with a red asterisk (*) in this guide as well as the important, time-sensitive activities presented to you in Workday Tasks.

As you progress, you will learn about DXC while building relationships and discovering how your organization works. You'll continue learning about your role and participate in regular checkpoints with your Hiring Manager and Onboarding Mentor (if one is assigned) to ask questions, discuss progress, and manage expectations while performing your daily responsibilities. You will also set initial goals and enter them in Workday.

When you are finished using this document to track your progress, mark your associated Workday Task complete. Then you will transition into DXC's Career Development process to continue developing by experiences, from relationships, and through formal education. Use Recognition tools to acknowledge the excellence around you and DXC values to guide everything you do. Update your goals as needed in Workday and participate in regular performance conversations with your manager.

Week One

* Obtain your laptop and security badge (if applicable).

Onboarding Tasks • 30 minutes activity

Follow your site guidelines for obtaining your laptop and security badge. Your Hiring Manager or Onboarding Mentor (if one is assigned) will assist you with this process. If you need assistance with the badging process or have other security-related questions, visit the Corporate Security site.

* Configure your PC and IT services.

PC and IT Services Setup • 1.5 hours activity

Follow the instructions for getting set up with your hardware and IT services (PC, PC peripherals, Skype, email, mobile access, authentication and remote access).

* Take a tour of your work site. (If applicable)

Onboarding Tasks • 30 minutes activity

Explore your work site with your Manager or Onboarding Mentor, and locate your workspace, printers, restrooms, break rooms, conference rooms, cafeteria, etc.

* Download and view a one-page suggested schedule of your onboarding activities.

Onboarding Tasks • 5 minutes activity

View the one-page suggested schedule (University Graduates, Experienced Employees, Interns, New to DXC Managers) for your onboarding activities. The schedule can be modified to meet local, group, country or region-specific needs.

* Review your New Employee Resource Guide and role-specific Onboarding plan with your Hiring Manager and Onboarding Mentor (if one is assigned).
Onboarding Process Check-in • 1 hour activity
Review your New Employee Resource Guide and role-specific Onboarding plan with your Hiring Manager and Onboarding Mentor (if one was assigned). Ask any questions you have. Also, have your one-page suggested schedule of onboarding activities available for reference.

* Participate in regular Onboarding check-in meetings as scheduled by your Hiring Manager.
Onboarding Process Check-in • 30 minutes per meeting activity
Attend Onboarding check-in meetings scheduled by your Hiring Manager to ask questions; discuss progress and expectations against your New Employee Resource Guide and role-specific Onboarding plan; reflect on what you have learned about DXC, your business group or global function, and your role; and incorporate the Onboarding process with your daily job responsibilities. Also, provide feedback regarding your Onboarding experience.

If you were assigned an Onboarding Mentor, meet with them weekly. Reach out more frequently as necessary.
Onboarding Process Check-in • 1 hour activity
If you were assigned an Onboarding Mentor, meet with them to discuss any questions and challenges you have experienced as well as what you have accomplished. Review your New Employee Resource Guide and role-specific Onboarding plan and your progress completing onboarding activities.

* Access your Region home page to learn about and engage in your region and complete any country-specific new employee activities.
Region and Country • 1 hour activity
Explore your Region home page to learn about the latest wins, success stories, key regional updates and inspirational achievements of colleagues across the region. Visit regularly to keep up-to-date with the latest organizational announcements, marketing campaigns and links to key resources.

Also, review your Country-specific Human Resources (HR) information and complete country-specific new employee activities (if any). Discuss other relevant HR resources and information with your Hiring manager and/or Onboarding Mentor.

If you are a transitioned employee who joined DXC as a result of an outsourcing contract, complete additional training offered by your account.
Transitioned Employees • 15 minutes activity
Ask your Manager whether Contract & Account Overview and Managing Client Relationships courses – or additional training – is planned by your account leaders.

If you are an Intern, participate in the DXC Intern Program.
Interns • 1 hour activity
Following your onboarding, continue your participation in the DXC Intern Program through additional program-specific experiences and development relative to your career path.

If you are an acquired employee who joined DXC as a result of an acquisition or merger, complete additional training and activities sponsored by your integration leadership team.
Acquired Employees • 15 minutes activity
Ask your Manager about what additional training and activities are planned by your integration leadership team.

If you are a Military-affiliated employee, explore the resources on the Military-Veterans site.

Military-affiliated Employees • 1 hour activity

Explore the resources on the [Military-Veterans](#) site and utilize resources that are relevant to you personally.

* Complete your role- and position-specific onboarding. (Not applicable to Interns)

Role and Position • first 90 days activity

Use the Onboarding plan provided by your Hiring Manager or Onboarding Mentor to complete specific activities that relate directly to your role and position.

Explore information and tools on DXC's Travel policy for business travel, corporate card and expense reporting. (Not applicable for Interns)

Onboarding Tasks • 30 minutes activity

When necessary for your role, please familiarize yourself with:

- The [DXC Travel, Card and Reimbursement Policy](#)
- [Quick Start Guide under Quick Links on the Global Travel & Card site](#)
- [Apply for a DXC Amex corporate card](#) – click Corporate Card tab.
- [Obtain pre-trip approval (RTA) before booking business travel](#) and click Book Travel (DXC Employees) under Quick Links.
- [Understand expense reporting and reimbursement and where to go for other related resources and support](#).

Explore and bookmark the myDXC intranet home page.

Onboarding Tasks • 5 minutes activity

On [myDXC](#), read about your new company, its key operating principles, leaders, and overall profile. Consider setting this site as your home page in your browser. Visit regularly to access the latest DXC news, announcements, and employee links.

Learn how to Go Social using DXC's external social media resources.

Networking • 15 minutes activity

Build your professional brand and establish yourself as a thought leader using social media channels. Access hands-on training, resources, tools, and opportunities for raising brand awareness, networking and exchanging best practices with your colleagues and others.

-Start here to [Go Social](#) at DXC.

-Review [Social Media Guidelines and Policies](#).

Engage with other DXC employees using DXC Workplace, our employee collaboration platform.

Networking • 15 minutes activity

[Review training and guidelines on myDXC](#), then explore DXC Workplace, our internal social media and employee collaboration platform. The [Workplace Tips group](#) provides guides and tips to make the platform more effective for you and your coworkers. If you work remotely, consider joining the [Remote@DXC group](#) to support each other with new ideas, tools, best practices and experiences about working remotely.

If you are a New to DXC Manager, search for and join your regional people manager group on DXC Workplace.

Managers • 5 minutes activity

Search for and join your regional people manager group on [DXC Workplace](#), if one exists. These regional groups are restricted to people managers and contain information of relevance to your people management responsibilities at DXC. In some cases the group is secret and will not be found in a search, so you may need to contact your regional HR or DXC Communications lead to gain access.

Week Two

Explore DXC University, learn about Career Development and relevant employee development resources at DXC.

Career Development • 15 minutes activity

Empowering employees, enabling managers, and creating mutual benefit between DXC and you is at the heart of our career development philosophy, including creating your individual development plan. Explore and learn more about the employee development resources available at DXC University for accelerating learning, developing new competencies, and managing your skills at DXC. If you aspire to become a manager at DXC, also explore the DXC Leadership Academy in DXC University, and agree with your manager upon training relevant to your development to complete.

Learn about Human Resources at DXC.

Onboarding Tasks • 5 minutes activity

Human Resources supports employees and helps to enable business success. Explore news, key HR functions and popular HR links available on DXC's Human Resources site, including how to ask for help about HR-related items.

Review corporate overview materials to learn about DXC.

Onboarding Tasks • 15 minutes activity

Review our corporate overview presentation to learn more about DXC and help facilitate customer conversations around our value proposition and perspectives. Also explore the DXC company overview page on our public website to learn more about DXC.

Access your functional area resources and complete your onboarding for the part of the company you have joined.

Onboarding Tasks • 1 hour activity

Access and explore your functional area using the fly-out menu in the top navigation bar on myDXC to learn about the latest news, information, key updates and inspirational achievements of colleagues across the part of the company you have joined. Visit regularly to keep up to date with the latest organizational announcements, initiatives and links to key resources. Also, check with your Hiring Manager or Onboarding Mentor for additional new employee resources and activities related to your functional area.

Explore communication channels on myDXC.

Onboarding Tasks • 45 minutes activity

Explore the following communication channels on myDXC. Bookmark these sites and visit regularly to keep up-to-date with the latest news.

- DXC TV: A curated collection of our best videos across five categories: Leader Messages, Thought Leadership, Offerings & Solutions, Customer Case Studies and Workplace and Culture.
- DXC Café and DXC News: Websites to learn more about DXC through our everyday ingenuity, our people, news, tweets, blog posts, client case studies, successes, newsletters, white papers and DXC in the news.
- DXC Newsstand: Website to access the latest internal and external newsletters across our offerings, industries, regions, corporate, and more in one location.

Explore THRIVE, DXC's external thought leadership platform.

Onboarding Tasks • 15 minutes activity

Explore THRIVE, DXC's thought leadership platform and digital destination for change makers, forward thinkers and believers in innovation. At THRIVE, you'll find global and regional insights and inspiration in multiple languages from thought leaders at DXC and across the tech industry who never stop thinking about new ways to help businesses thrive through change. Bookmark this site and visit regularly, subscribe to the newsletter, or join the THRIVE LinkedIn group to keep up-to-date with thought leadership in the tech sphere, see what your colleagues are talking about, and get inspired.

Explore DXC's thought leadership on technology trends.

Onboarding Tasks • 30 minutes activity

Explore DXC's thought leadership on technology trends to learn how enterprises can reach new levels of productivity and innovation. Watch the video and review the research and resources available from DXC subject matter experts and the Leading Edge Forum. Then, access slides and an email template to share what you learn with your clients, partners and business network as relevant to your role.

If you are a DXC Technologist, learn about DXC's Technical Doctrine.

Onboarding Tasks • 30 minutes activity

When approaching technical problems or beginning new solutions, let the principles of DXC's Technical Doctrine guide your thinking. (Consult with your Hiring Manager or Onboarding Mentor to determine if DXC's Technical Doctrine is relevant to your role).

DXC's Technical Doctrine outlines key principles that form the basis for best practices at DXC and guide how we work every day — with each other, our technology, our knowledgebase, our partners and our clients. It is important that DXC's technical teams align globally and adhere to these principles to drive DXC's strategy and vision and achieve high performance across the company.

* If you are a DXC Technologist, complete Open Source training and participate in DXC's Open Source community. (Not applicable for Interns)

Training • 1.5 hours training

When applying innovative technology to deliver new outcomes for our clients, be aware of the DXC Open Source Policy and complete the Open Source @DXC curricula to learn how to utilize Open Source in a responsible manner. (Consult with your Hiring Manager or Onboarding Mentor to determine if Open Source training is relevant to your role.)

If you will be developing intellectual property (IP) for the company, continue on your technologist journey and complete the Open Source @DXC for Technologists curricula to obtain your Open Source @DXC Foundation badge and be recognized as a leader of inner source culture at DXC.

Finally, consider joining DXC's Open Source community to collaborate with other DXC technologists and continue your learning.

Week Three

Refer qualified and eligible business contacts to DXC.

Networking • 15 minutes activity

Referrals are a reliable way to identify highly-skilled new talent for DXC. Review Employee Referral Guidelines to understand the process, eligibility criteria, and other program terms and conditions to refer a qualified friend or former colleague to work at DXC.

* If you are a recent University Graduate, participate in the DXC Global Graduate Program.

University Graduates • 1 hour activity

Following your onboarding, continue your participation in the DXC Global Graduate Program in your region through additional program-specific experiences and development relative to your career path.

* If you are a New to DXC Manager, learn about DXC's Total Rewards philosophy and job architecture.

Managers • 30 minutes activity

Review the information and resources on the DXC Job Architecture web page to learn about DXC's Total Rewards philosophy and job architecture, including levels, layers and job titles. Complete the self-paced DXC Job Architecture Overview for People Managers course and consult with your Manager or HR contact if you have questions.

* If you are an Experienced Employee or recent University Graduate, learn about DXC's job architecture.

Training • 30 minutes activity

Review the information and resources on the DXC Job Architecture web page to learn about DXC's job architecture, including levels, layers and job titles. Complete the self-paced DXC Job Architecture Overview for Employees course and consult with your Hiring Manager or HR contact if you have questions.

Learn about DXC's Corporate Responsibility framework, policies, principles, certifications, focus areas, DXC Foundation and programs.

Onboarding Tasks • 15 minutes activity

Engaging in responsible business practices helps all DXC employees live our company's values. Visit the DXC Corporate Responsibility site to learn about our Corporate Responsibility framework, policies, principles, certifications, focus areas, programs, local Corporate Responsibility leads, our DXC Foundation and how you can get involved.

Learn about the DXC Brand.

Onboarding Tasks • 15 minutes activity

At DXC Technology, each of us has a role to play. We all have the opportunity to be champions of the DXC brand, and all of us are responsible for its success. Learn everything you need to know about the DXC Brand on Brand Central – your one stop shop, for all brand resources, guidelines, assets, and templates.

Also, complete Brand Onboarding activities to get acquainted with the DXC Brand.

Find or become a Mentor. (Not applicable for Interns)

Networking • 30 minutes activity

Currently at DXC there are mentoring and coaching programs that run within certain parts of the business. Ask your Hiring Manager or Onboarding Mentor to learn how you could leverage these programs.

Learn about DXC Insights.

Onboarding Tasks • 1 hour activity

Understanding DXC's performance business drivers helps every employee align actions and address issues to accelerate business results. DXC Insights combines finance, sales and operational gold source data to deliver a single, consistent source of business performance data to DXC leadership. View the Quick Reference Guide from the DXC Insights homepage to learn more.

Learn about DXC financials.

Onboarding Tasks • 1 hour activity

Explore the DXC Investor Relations site to learn about our financial performance. This site provides detailed company information, financial news, SEC filings, Annual Reports, historical stock information and links to a recent earnings call webcast.

If you are part of Services, gain an understanding of DXC's point of view on industries and build your industry expertise.

Role and Position • 1 hour activity

As relevant to your role, gain an understanding of DXC's point of view on industries and build your industry expertise by reviewing the Industry Primers. Leverage them to develop industry solutions, drive business development conversations and craft winning sales strategies. Each Industry Primer contains an industry overview, DXC industry footprint and competitive analysis. Related industry resources are available on What We Sell and DXC University. Apply your industry expertise to understand the business outcomes that clients are trying to achieve and guide their digital transformations.

DXC Industries on What We Sell, including Industry Primers

Related industry learning resources on DXC University

Month Three

Close your Onboarding Mentorship in Workday. (Not applicable for Interns)

Onboarding Process Check-in • 5 minutes activity

When your Onboarding is complete, close your Onboarding mentorship in Workday by following the instructions for a mentee in the Onboarding Mentor Functionality Quick Reference Card (QRC).

* Transition to ongoing development in role. (Not applicable for Interns)

Career Development • 30 minutes activity

When your Onboarding is complete, verify that all relevant activities in your New Employee Resource Guide have been finished and all onboarding-related Workday tasks have been submitted, then transition into the career development process to continue your growth. Throughout your career, maintain your online Career Development Plan or your offline Individual Development Plan (IDP); continue your growth through experiences, social learning, and formal training; and participate in regular performance conversations with your manager.

Review your goals with your manager to ensure that you are still on course. Update your goals in Workday as your responsibilities change or if the goals need to be revised for any other reason.

For additional guidance and resources, review the Career Development site and the Goal Setting site.

Consider posting a review of your new employee experience on Glassdoor.

Your Feedback Matters • 15 minutes survey

Your experience as a new employee is not only important to us, but also important to other DXC jobseekers. Consider posting a review of the strengths of your recruiting and onboarding experience on Glassdoor. Your review is voluntary, highly-appreciated and can be anonymous. It can help others make decisions about DXC. Review Social Media Guidelines and Policies if necessary.