Onboarding Playbook - External

Welcome to Focused Labs! This page will provide you with a broad overview of what to expect during the onboarding process and your first few weeks.

Have Questions?

New Hire FAQ!

How do I setup my new computer?

Your new laptop is already set up for a quick start! Even if it's brand new in the package.

You can use your Focused Labs email address to create an Apple ID. You can skip adding payment info, if prompted, as this is not required to setup the Apple ID.

Apps will need to be downloaded, you'll have all of the links for the accounts/tools we use as a company in your email on your first day, so please get those set up

You're welcome to download whatever additional/supplemental apps/tools you need on your laptop. Your project team may use project-specific tools, you can go ahead and download those as needed.

If you need access to additional tools, reach out to help@focusedlabs.io.

What are all these calendar invites?

You'll see a bunch of meeting invites already on your calendar. Some of these are orientation-related or new hire related, while some are standing meetings or project meetings.

New Hire Meetings:

- Orientation meetings: meant to provide context on our practices and processes.*

- New Hire Coffee Talks: casual with no agenda. An opportunity to meet team mates. These are modifiable meetings, so if they interfere with other meetings, or you'd just like to reschedule, please feel free to move them!

- Manager meeting: your first manager meeting is set up on your first day so you can meet. You'll schedule regular 1:1's moving forward.

- Anchor meeting: you'll meet the anchor of your project to get up to speed on your project before diving in.

** Orientation meetings are pre-scheduled, but may be moved around by the facilitators as other client meetings may come up on their calendars.

Standing Meetings:

- Post-lunch Stand: the whole company meets every day after the lunch hour. We have a Czar who leads the meeting and usually gives an interesting fact. We then introduce new faces (new hires, interviewing candidates, etc.); ask for helps; and bring up interesting things going on in the world. We all meet in Zoom for Afternoon Stand.

- Wednesday lunch & learns / workshops: these are scheduled over part of lunch or around lunch time on Wednesdays. They are company-wide lunch 'n learns that we'd love for you to attend! If lunch goes over the lunch hour, we provide a Doordash code for everyone to get a lunch!

- FLOSS: **optional** FL internal project meeting that occurs on Fridays over lunch.

- Engineering & Design/PM Focused Lunches: You'll see Engineering & PM/Design focused lunch meetings that are **optional** but usually interesting. The groups discuss different things going on in their projects, have guest speakers, or presentations.

Project specific meetings

- If you're on a project, you will likely see a lot of project-related meetings on your calendar already. You will learn more about these meetings during your first call

with your project Anchor (project lead).

- If project meetings overlap with orientation sessions, please work with your Anchor to prioritize. We can always reschedule orientation meetings if need be!

If you're feeling unsure about what any of the invites are, please chat through it with your manager, or, reach out to the People team (Rachel/JT) for guidance.

But wait... what are these coffee talks?

These are pre-scheduled **casual**, *modifiable*, 30-minute meetings to help you get to know other people in the company. If you're having a busy day and need to reschedule your coffee talk, please feel free to do so! There are no structured discussion points to this call, it's completely casual.

These are not required, but are supplemental chats to help meet more people when starting out.

I'm used to Outlook, how do I use Google Calendar?

The Google Workspace can feel a bit confusing if you're used to using Outlook. Take some time to navigate around the Google Workspace and if you have any questions, reach out to help@focusedlabs.io.

A few tips:

- Google doesn't bombard you with as many meeting notifications as Outlook, so to make sure you're getting notifications and staying on schedule, we recommend leaving a tab with the calendar open at all times.
- You can set calendar desktop notifications.

What do we use the different collaboration tools for?

Here's what we use the following tools for:

Slack: You'll have an invite to join the Focused Labs Slack in your email. We use Slack

for almost all communications. Most important messages will be sent through the #Announcements channel and will also be sent via email. We also use slack for different fun groups, such as #Pride, #Cutes, #Gaming, & #focused_on_fiction, just to name a few! Project teams also have Slack channels for team collaboration.

Zoom: We use Zoom for meetings. You'll have an invite in your email and can start using Zoom asap!

If you have any other questions that are not answered above, please reach out to Rachel or help@focusedlabs.io

A Typical New Hire First Day Looks like:

- Log into Zoom for Welcome Orientation with the People Team

- Sign into Slack so you can start communicating with your team

- Meet with your manager

- Meet with your project Anchor (project/tech lead) if you've already been put on a project

- Get acclimated - check out Slack channels, set up/explore tools, set up your computer... etc!

- Orientation meetings

First 1-2 Week General Goals (for all departments)

You'll see a lot of meetings populate on your calendar when you start. These are likely project related for your new assignment. If project meetings overlap with orientation sessions, please work with your Anchor to prioritize. We can always reschedule orientation meetings if need be!

If you're feeling unsure about what any of the invites are, please chat through it with your manager, or, reach out to the People team (Rachel/JT) for guidance.

- **Orientation meetings**

- **Coffee talks with teammates over the first few weeks**

- **Project assignment (you may not be assigned to a project your first week, that's ok!)**

  - Review Project Notion pages

  - Have 1:1 with project anchor

    - Review working agreements for project

    - Discuss project meetings

  - Meet with project team

- **Set Up Your Email Signature**

  - Fill out the template linked below

  - Annie will contact you with the completed template to insert into your Gmail

Pairing can be exhausting at first, especially for newcomers. Allow for 15-30 minute breaks regularly during the first couple of weeks.

Other Meetings

- Onboarding Feedback Session with the People Team (last Friday of each month)

- 30 Day Check-in

- 60 Day Check-in

- 90 Day Check-in