

New Hire Packet

Hello Rudy!

Welcome to Xcalar! We're very excited to have you on board with us. We have put together this new hire packet to help you get familiarized with Xcalar and to help you get started.

Firstly, there is some administrative paperwork you will need to fill in. Here's a checklist of the items you will need to do:



New Team Member Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
Position: _____ Manager: _____

NEW HIRE HR PACKET

- | | |
|---|---|
| <input type="checkbox"/> Offer letter | <input type="checkbox"/> Zenefits (emergency info, tax info, benefits and Zenpayroll) |
| <input type="checkbox"/> Employee handbook | <input type="checkbox"/> PTO (if eligible) |
| <input type="checkbox"/> At will employment | <input type="checkbox"/> Tallie (If eligible) |
| <input type="checkbox"/> NDA (if necessary) | <input type="checkbox"/> Add new hire onto employee # list |

POLICIES

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|---|---|---|
| <input type="checkbox"/> Review key policies. | <ul style="list-style-type: none">• Anti-harassment• Vacation and sick leave• FMLA/leaves of absence• Holidays• Time and leave reporting• Overtime• Performance reviews | <ul style="list-style-type: none">• Personal conduct standards• Progressive disciplinary actions• Security• Confidentiality• Safety & Emergency procedures• Visitors• E-mail and Internet use |
|---|---|---|

ADMINISTRATIVE PROCEDURES

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|--|--|---|
| <input type="checkbox"/> Review general administrative procedures. | <ul style="list-style-type: none">• Office/desk/work station• Mail (incoming and outgoing)• Shipping (FedEx, DHL, and UPS)• Business cards (if necessary)• Purchase requests• Office supplies | <ul style="list-style-type: none">• Telephones• Building access cards• Conference rooms• Picture ID badges• Expense reports |
|--|--|---|

TOURS

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|---|---|---|--|
| <input type="checkbox"/> Tour of facility, including: | <ul style="list-style-type: none">• Restrooms• Mail deposit• Phone booth• Fax machines | <ul style="list-style-type: none">• Bulletin board• Parking• Printers• Office supplies | <ul style="list-style-type: none">• Kitchen• Coffee/vending machines• Cafeteria• Emergency exits and supplies |
|---|---|---|--|

POSITION INFORMATION

- ☐ Introductions to team, department staff and key personnel.
- ☐ Review job description, training plans and performance expectations and standards.
- ☐ Review job schedule and hours.
- ☐ Review payroll timing and policies and procedures.

COMPUTERS

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Hardware and software reviews, including: | <ul style="list-style-type: none">• Computer & hardware• Email address• Intranet | <ul style="list-style-type: none">• Microsoft Office• Data on shared drives• Job specific software | <ul style="list-style-type: none">• Databases• Internet |
|--|--|--|--|

Meet your team and the company

Now that we've gotten the administrative paperwork behind us, it's time to meet your team! There are currently 2 teams in Engineering – the database team and the frontend team. As the names might imply, the database team is responsible for building the database and the infrastructure necessary to service the requests from the frontend. You will be in the frontend team and you will help build the web application for users to interact with huge quantities of data (aka Big Data). And together, we are building a product to achieve our humble goal of revolutionizing the way big data is being used forever.

Without further ado, here are all of us:



Vikram Joshi
CEO, Founder
Database team

Vikram loves the outdoors. He runs trails, mountain bikes, rock climbs, rides motorized anything, and plays mean guitar. He is additionally married to code and lives by the mantra, "Build beautiful." Vikram believes that there is an even greater urgency now to build highly efficient machines and infrastructure that is beautiful inside-out, to power and propel our future that will otherwise be consumed by dimwits and the cortically sub-illuminated. He invites others to join his quest for a brighter future that includes greater illumination for the less endowed, making Xcalar eligible for philanthropic awards.

Mike Brown
Director of Engineering, Founder
Database team

Mike was born and raised in Boston. While working there for VMware in 2010 he fell under the influence of Vikram and decided to drive across the country to join IO Turbine. Despite intending to move home a year later, after 4+ years he's still here. Mike is an ardent Patriots fan. He also has the office's biggest sweet tooth which requires his coworkers to zealously hide any stashes of caju katli or chocolate chip cookies.





Christina Mattson
Executive Assistant and Office Manager (aka resident mummy)

Christina is the wild child of Xcalar. While others might be sitting at their computers she is off fighting the dragons. Don't let her looks deceive you, she is a real mountain girl with tools and everything! She's lived in the bay area her whole life except when she was living in Italy working as a mozzarella cheese maker and spying on Berlusconi. She's spent a fair amount of time backpacking around Europe alone, spending money she didn't have, and doing research for the institute of which country makes the best food. She changes her hair color often because she's wanted in 5 states, has a 12 pound dog that scares most people and might be a closet Trekkie.

Jerene Yang
Frontend team shaman
Database team, Frontend team

Jerene was born in China but raised in Singapore. She graduated from Carnegie Mellon University with a dual degree in caffeine inhalation and sleeping through lectures. She is well loved by the 30 odd stuffed toys currently surrounding her table. She turns into a snappy turtle when her quiet think time gets disturbed. Her favorite food is potato chips but that's not in her diet plan.



Brent Lim
Database team shaman
Database team

Brent was born and raised in Singapore, but came to the US for his undergraduate degree and eventually found a job in the Bay Area and has since stuck around. He drinks copious amount of coffee, and was previously tasked with the sacred duty of brewing coffee, before being recently replaced with our state-of-the-art Nespresso machine. Brent is nocturnal and easily scared by bright lights, loud noises and sudden segmentation faults during the day.

Your duties and responsibilities

You will be working very closely with Jerene, the shaman for the Frontend team. As shaman, she will be working with Brent, the other shaman, to ensure that code produced by both teams mesh seamlessly together. To do so, Jerene has tasks clearly defined and you will be helping her accomplish them.

There are files on Jerene's desk with the task names. If you need more details, feel free to flip through them for UX descriptions and sketches.

The following are tasks that should last about a month. Jerene will provide you with next month's tasks based on the completion of this month's tasks.

No	Priority	Name	Description	Earliest Start Date	Time needed
1	High	Load	Wire load via javascript.	8/13	3 days
2	Mid	Col name =fn	Allow users to type in function on double click of column	Now	1 day
3	Low	Cross Browser	Ensure that our webpage works the same on all browsers	Now	Ongoing
4	Low	Element Rename	Rename all javascript elements and HTML / CSS components according to style guide	Now	1 day
5	Mid	Tiny fixes	A list of 11 bugs that is tiny enough to ignore but irritating.	Now	1 week
6	High	Backbone	Move to backbone.js or similar (Research + implement)	Now	2 weeks

Resources

- <http://git-scm.com/book> - A very useful online book to learn about Git.
- <http://schrodinger/mediawiki> - Accessible only from within our office. This is a wiki containing tidbits and depends on contributions from everyone in the company. Ask Brent for an account
- http://schrodinger/mediawiki/index.php/File:Xcalar_Html_css_style.docx - Accessible only from within our office. Html / CSS style guide