



Pre-Hire Onboarding FAQ

Welcome to Infoblox! As a pre-hire you will have a few steps to complete to ensure a successful onboarding. In this document, we have outlined frequently asked questions to help guide you through the onboarding process. If your questions are not answered in this document, please reach out to talentoperations@infoblox.com, we would be happy to help!

Q: Do I need to complete all pre-hire tasks in Workday prior to my first day?

A: Yes, you need to complete all pre-hire tasks in Workday.

The one exception is for countries that require the election of Benefits. Your insurance benefits will be effective as your hire date, however, you have up to 30 days after your first day to elect your Benefits Package in Workday. Within your first two weeks the Benefits Team will have a Benefits Deep Dive Session, in which they will go over all the different Benefits Packages and answer personal questions. If you feel comfortable electing your Benefits Package in Workday prior to your first day, you are welcome to do so, there is a wealth of information located on our [Global Benefits Portal](#).

Q: What is Infoblox's pay cycle?

A: Monthly paychecks are dispersed on the last day of each month for all regions except North America. North America is paid semi-monthly on the 15th and the last day of the month.

Q: Does my Background Check need to be completed before I start with Infoblox?

A: We do not need the results of your background check before you begin with Infoblox. However, if there are adverse results, we do have the right to terminate your employment, please see your offer letter for more details.

Q: If I receive my laptop a few days prior to my start date, should I try to login?

A: Please use the information provided with your laptop to start the setup process.

Q: When will I receive my laptop?

A: Your laptop will be shipped and delivered prior to your first day (a Tracking Number will be provided to you by our IT team). As part of New Hire Orientation, our IT team will assist you in getting your laptop set up.

Q: When will I receive my laptop login credentials?

A: Your manager will provide you with the login credentials prior to your start date. If you have not received the login credentials, please contact your manager.