Welcome to Azumo! :)

If you are reading this, it means you are now part of our team! We are excited and proud that you've joined us…Welcome!!

This document is meant to guide you through the first hours, days or weeks. Come back to it as often as you need. That said, we'd love to get your help in making this guide better, so if you have comments or questions, please add them throughout the document.

Welcome from Andrew:

Hello! Thank you for joining our new company. We have big plans for Azumo and for every person involved. We are firm believers that our company growth can start with each person's professional growth, therefore we strive to give you the tools and environment to continually develop in the areas where we are all interested in. Please use these tools and if one month goes by where you have not learnt anything new, please come to see me and let me know. There is no shortage of ideas or potential projects we can work on and I will be excited to see how you can participate in these projects and continue your professional growth.

Our Values

We strive to live by these values, every day, inside and outside of our company.

Be Open
We want to share our successes and failures internally and with the community. Don't be afraid of doing so, remembering company confidentiality obligations of course. Saying what you think provides another perspective on a problem and helps bring diversity of opinions to the table. Our company's overall reputation is built upon the collective reputation of each one of us.

Innovate Continuously
We live in an ever-changing environment and if we don't evolve and introduce new ways of thinking and doing things, we will probably be left behind.

Build Together
Collaboration is key for your growth and that of others. Your contributions will come a long way, even if initially you can't see their impact. Feel your success when others succeed and be an integral part of the team.

Challenge Yourself

Strive for excellence in everything you do. Being in uncomfortable and ambiguous situations help us grow professionally. Similarly, we will provide as much training as possible to help each individual reach their maximum potential.

Give Back
We live, work and play in our communities and we need to leave these communities better than how we found them. Volunteering your time to help, mentoring juniors inside and outside the company and helping others grow is of utmost importance for us.

Act Ethically
Always. All other values are irrelevant if you lie or do illegal things. We can all make mistakes, but we need to own those and surface with other team members to fix and correct them. If in doubt, consider who might be affected by your decisions and remove any immoral alternatives.

Paperwork

We know you don't like to do paperwork, so we try to make it as easy as possible and let you focus on the fun things. You should have received an email with the documents we need for your file, if you haven't, please email [Ana](#) about it ASAP.

Directory

You can find contact info for everyone [here](#). Please enter your information to the Directory.

Tools we use

Below is a list of the main tools we use. Depending on your role, you might have access to other tools not mentioned here. You should have received an invitation for all the systems. If you haven't yet, please email [Ana](#) and she will set it up.

Google Apps - We -obviously- use Google Apps for email, drive and calendar. If you are not familiar with these tools, please reach out and we can help you set it up.

Google Voice - If you'd like to setup a Google Voice number follow [these instructions](#). Please make sure to select a number with area code 415.

Harvest - Harvest is our time tracking tool. They make it easy for us to track time without having to hate it :). [Harvest integrates jira](#) they also have a [browser extension](#), a [Mac Download](#) and a Mobile App. If you need access to a project that you can't see, please let us know. Please enter hours on a daily basis.

Slack - We use Slack to communicate within the team. As soon as you join, you will have access to public channels and you can send direct messages to anyone in the team. Here is a [Guide to getting started](#) and the link to [downloads](#).

Udemy - Udemy is our online training platform. Please explore it and enroll in any available courses that interest you. All you can eat!

For some folks in specific projects:

Jira - Jira is used for the development team to track tasks for some projects. In other cases we use our customer's Jira instance.

Time Off

If you are planning on taking time off, please let Ana and your team know and please enter the time as Time Off in Harvest.

We also understand that sometimes you can't plan for the unexpected, just let us and your colleagues know as soon as possible.

For 2017, here is a list of Azumo's observed Holidays:

- President's Day - Monday, February 20th 2017
- Memorial Day - Monday, May 29h 2017
- Independence Day - Tuesday, July 4th 2017
- Labor Day - Monday, September 4th 2017
- Thanksgiving Day - Thursday, November 23th 2017
- Day After Thanksgiving - Friday, November 24th 2017
- Christmas Eve - Friday, December 22rd 2017 (observed)
- Christmas Day - Monday, December 25th 2017
- New Year's Eve - Friday, December 29th 2017 (observed)
- New Year's Day - Monday, January 1st 2018

Let us know if there's anything else we should add to this document that would be helpful for future hires.

Thanks!