Jotform

2022 Intern Guide

THE PLAN

First Week

- Attend the presentations and workshops every day to learn the basics of what we do here and how we work.

- Be online in the Discord Channel that we'll announce you. Meet your mentor and teammates.

- Knowing Jotform and its product is very important. Therefore, we will assign some basic tasks to get you warmed up.

Second Week

- Start working on your project. In order to succeed, you'll need to attend daily planning meetings in the morning and status meetings at the end of the day.

Remaining Days

- Work on your project, and polish and finalize your work.

Last Friday

- Share what you've accomplished as a team during your internship on Friday at the Demo Day meeting with the Jotform Team.

What to do first?

1. **Create a free Jotform account.** You will need it to work on your projects.

2. **Fill in this form** to let us know your Jotform username. This form will also ask for your GitHub username depending on your internship department. You will be directed while filling the form if it is required for you.

3. **Sign up to the Jotform Discord Server** and please use your real name and picture in your profile.

4. **Check out the Jotform 2022 Internship App** and take a look at all of the forms.

Finally, find a comfortable and silent place to work, and have your mic and camera ready to roll. Fire up your good vibes and energy!

Working Hours

- We are working only on the weekdays. Interns are supposed to start working before 9:30 AM and complete 8 working hours each day. You can plan your lunch breaks with your mentor.

Demo Days

- All interns are expected to attend the weekly Demo Days like all Jotformers.

- Please create your own reminder and join Demo meetings each Friday @11:00 AM from **here**.

Work rules are simple!

Even though you are all working from home, basic office rules still apply and they are just common sense!

- Meet with your mentor regularly to share your progress and solve blocking issues.

- Get online on the voice channel for your team in the working hours and make sure to stay in touch during your time online.

- When idle, toggle the mic off, or set your voice settings to push-to-talk for everyone's convenience.

- If you are on a break, let the team know by setting your status to away and changing your status message respectfully.

- When you are not online or when you need time off, please fill in the Time Off Request Form on the app.

Got million questions?

- You can always contact Müge and Ela from HR Team with questions about your internship process.

Müge Aldeniz
muge@jotform.com

Ela Güven
ela@jotform.com

- If you need quick support, you can visit Internship Helpdesk Channel in Discord.

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