



Onboarding handbook

Your first week has begun, and we want you to have fun, meet the team, and learn about communication and systems we use at Notch.

We wish you a warm welcome 😊

*The contents of this informal document are informative in nature and can change without any previous notice.



Your first days at Notch 😊

Congratulations, your first hours in Notch have already gone by!

We know that by now you had a welcome coffee and a chat, and meet the team. :)

Now to settle in, you can go through this handbook.

No matter what, we want you to feel welcome, stay curious, network, engage, bring your fresh ideas and perspective, and ask all the questions you can think of.

Don't worry about forgetting something, there is a checklist for your first week in this manual, and your new colleagues and People and Culture team will remind you if needed.

Internal communication and business app to set-up

Creating E-mail signature



[Click here](#)



**Fill out
required fields**



**Click
"Generate"**



**Your signature
is ready**



**Copy created
signature***

* Copy created signature including the logo. Press CTRL+A and copy and paste to Settings - Signature - Paste and set a font to Sans Serif



Internal communication

We use **Slack** to communicate quickly!

In channels #general, #republike-austrije, and #washingtonova-22-split, we send messages about everything important in Notch. But there is much more to discover...

**The only drawback to Slack is that the messages get deleted after 3 months, so if you want to save some information, it is better to send an e-mail.*

- Register here with your @wearenotch.com e-mail: <https://wearenotch.slack.com/>
- Don't be shy and say hello to your new team on #general!

If you are on sick leave, vacation, or if you are working from home - **set your status**: Out sick, Vacationing or Working remotely. Also, upload your **photo** and edit your bio!

Bob

He's not Bob the Builder, but Bob the people management platform we use for all HR processes: onboarding, promotions, leaves, travel orders, payroll, and more.

But we know what you want to know:

- **For vacation, sick leave, and other free days:**
Time → My time off → Request time off →
Select policy → Vacation/Paid leave/Sick leave
→ Select dates
- **For travel orders:**
Time → My time off → Request time off →
Select policy → Travel order → Select dates →
Reason (Select the type of transport) →
Description (enter reason for travel and details)



Welcome to the
bob the builder
of our team!



Primetric

One other handy tool we use is **Primetric**. This app is important for:

- Resource planning
- Resource and Skills Management
- Time and Expense Tracking

You will get access to Primetric in your first days @ Notch, log in with your @wearenotch account, and of course, if you need any assistance feel free to contact your Team Lead or Project Manager.

**Primetric is used only for Engineering team for time sheets entry.*

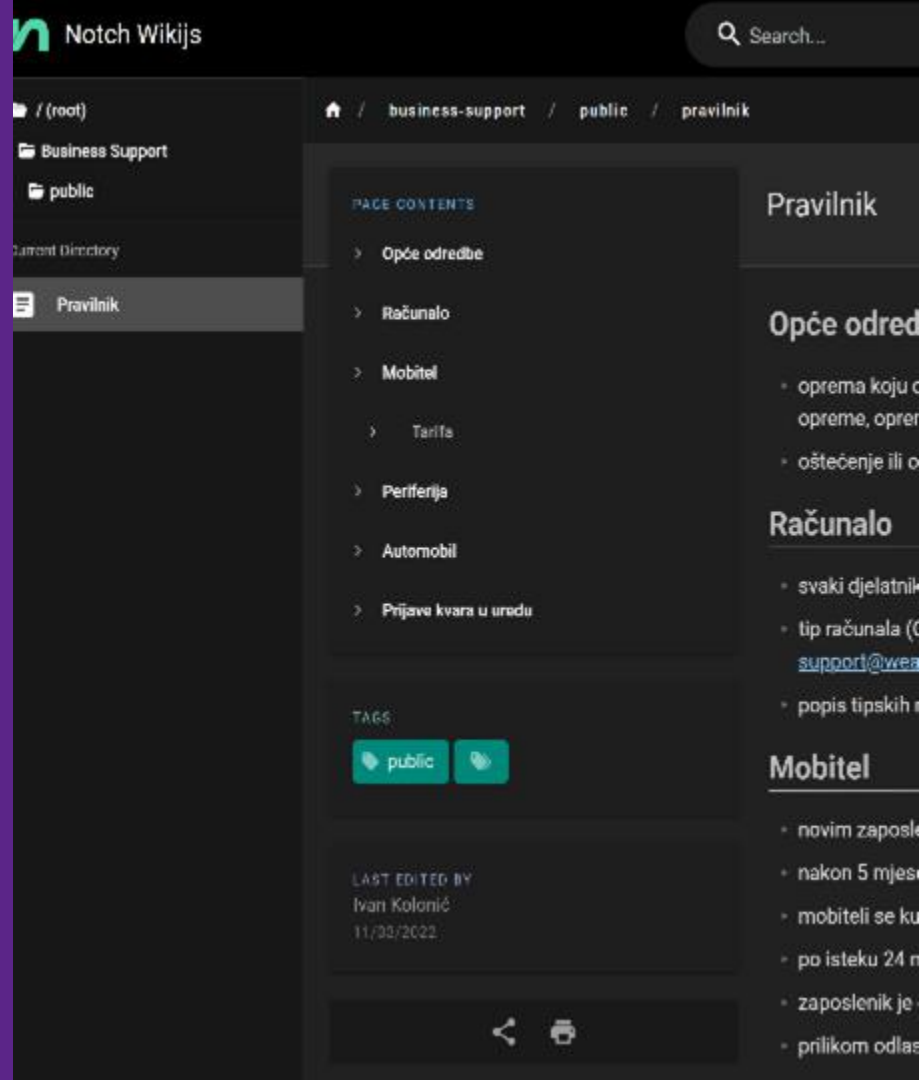
Notch Wikijs

Wikijs is a platform that we use for **in-house knowledge** and where you can find more useful information.

Log in with your wearenotch account at
<https://wikijs.ag04.io/>

In public folders you can find:

- Rules on IT equipment, mobile phones and business car
- Rules on organization and systematization
- Instructions for using official cards
- Instructions for online ordering
- Notch organization scheme
- Absences, and others...



Brandbook

When a message you're sending has a **business vibe and asks for a formal presentation**, use branded materials:

- Memorandum
- PPT template

You can find the template [here](#).

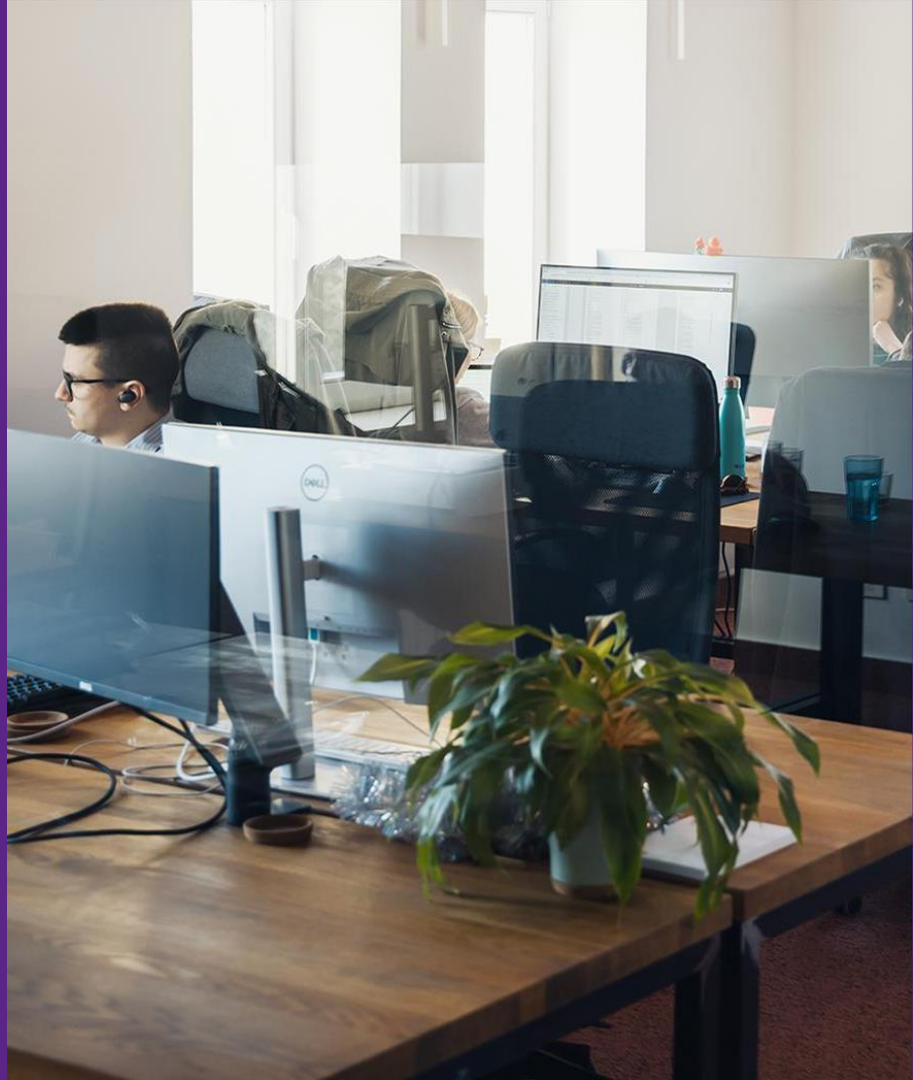
For additional information, please check out our [Brandbook](#).

And if you're not sure about something or need help, you can contact Marketing team!



First week to do list:

- Create e-mail signature
- Register on Slack and upload your photo
- Register on Bob
- Register on Primetric
- Register on Wikijs
- Select Health Benefit package
- Read Communication guidelines
- Update CV in Notch template
- Mingle with the team!
- Relax and open a beer in the basement :)



The background is a solid purple color. It features several thin, white, curved lines that sweep across the frame, creating a sense of movement and depth. These lines vary in curvature and orientation, some resembling large arcs and others more like partial circles or ellipses.

Notch organization



Our organization

As we grow, we adapt as well.

Since there is almost 200 of us, hope this makes it easier for you to navigate the company:

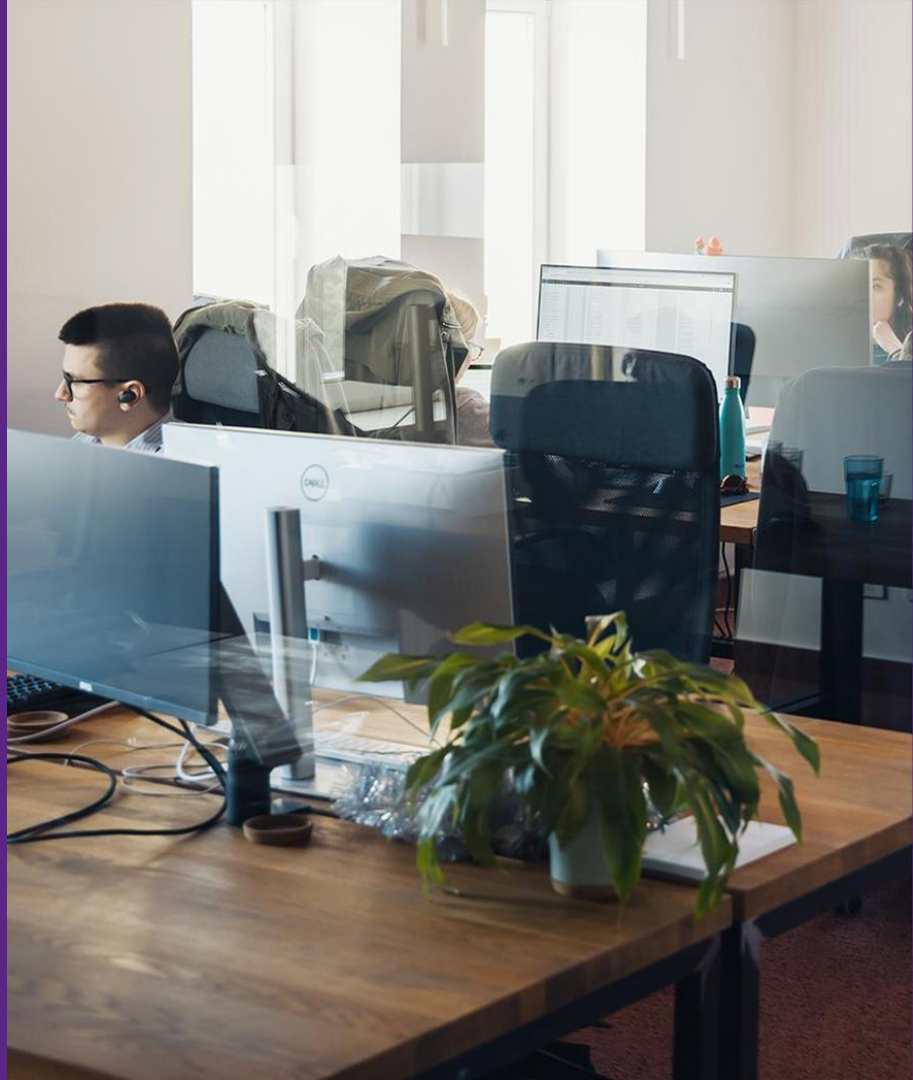
- **Notch** consists of offices, divisions/departments and teams.
- The offices are managed by members of the **Management Board** who are responsible for the entire area.
- **Heads of Divisions and Departments** report to a member of the Management Board and have several teams under their responsibility.
- **Teams** consist of a maximum of 6 employees, and the **Team Lead** is the person who takes care of the development and advancement of all members of his team. Team lead is also often a mentor to new colleagues.

Our Company Values

At the heart of our company lies a core set of values that are more than just words on a page—they're the compass that guides us in our daily work and interactions.

- **Nurturing Excellence**
- **Courageous**
- **Trustworthy**
- **Collaborative**
- **Human**

You can find more about our values [here](#)



Benefits

Financial benefits



**Employee referral
program**



**Reward for the
Employee of the Year**



**Reward for writing a
blog**



**Baby welcome
gift**



Christmas bonus

All rewards are in a financial nature and will be paid to the employee's account.

Employee Referral program

If you know someone who would be a great fit for an open position, you can recommend them as a potential candidate.

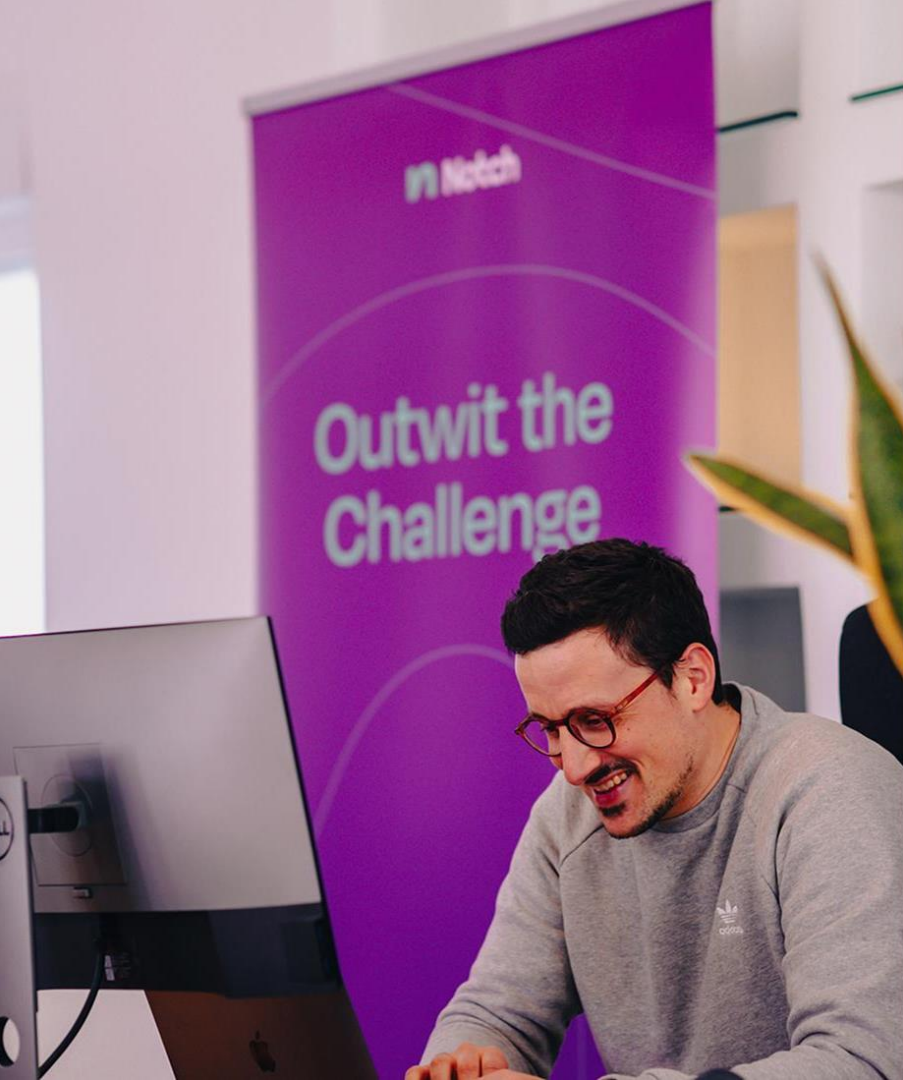
Financial reward

If potential candidate starts working for us, after six months you will be rewarded with:

- **1.600 EUR** for a **Mid-level Engineering** position
- **2.700 EUR** for a **Senior level Engineering** position

Figures are shown in gross value.





Additional info about employee referrals:

If you want to recommend colleagues/friends/acquaintances), we remind you of the conditions required for recommendations:

- You **introduced Notch to the candidate** and **checked whether he/she is interested** in the conversation
- Send an Email to vGC@j.talentlyft.com which contains:

Information about why you think that person would be a good fit for us, some information about the experience and other relevant information about the candidate.

- You DO NOT send this email to the candidates, but YOU forward the candidate's first and last name, his/her contact, a few sentences about the candidate and add the CV in the attachment, which should be in PDF format.

Employee of the Year reward

The reward for the Employee of the Year is given in December at the Christmas party!

All employees can nominate the candidates for this reward. A maximum number of nominations is three per year.

Then, the company leadership decides who the the ultimate winner is.

Rewards are:

- Plaque
- Financial reward 1.000,00 EUR netto



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Learning and development

Education and development

No-limit budget for books

To see you develop further, we are willing to buy any professional book you want. To order the book you need, please contact Antonija Maričić. Also, you can borrow any book you want from our already existing library.

Online education

If you know about classes which will contribute to your development, please contact your Team Lead.

Udemy course

Of course we did not forget about **Udemy**. Contact your Team Lead to consult which course might be the best fit for you.

Slack channel #tech tips

Here you can find useful technical information.





Learn @ Lunch

Every Thursday, we hold online Learn @ Lunch break where you can present or listen to your colleagues talk about the challenges they outwitted, new technologies, solutions, etc. You can see all of the past L@L topics on this [link](#).

We see this also as an opportunity to sharpen your presentation skills or fight stage fright.

Want to hold L@L? Feel free to contact our principal engineers!

Scrum workshops

Usually once a year we organize Scrum workshops to introduce that methodology to all our new employees.

In this workshop, you will learn the basics of Scrum framework through a series of practical exercises and demonstrations, and you will arm yourself with the knowledge necessary to work in a real-world Scrum team.

Also, you'll be playing with Lego!



But that's not all...

Basic Finance lecture

Want to learn more about finance through 5 modules? You can watch these recorded videos of our internal online lectures – [link](#)

Do you want to be a writer?

You can also write a blog and get a reward for writing it. Hint - the reward will be visible on you next paycheck.



1st year feedback talks



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3M Checkpoint

A 3 Month Checkpoint is a conversation between employee from People and Culture department and a new employee after 3 months of employment.

We want to know about your overall satisfaction with the company, onboarding process, satisfaction with a specific job role, etc.



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First 6 Months

After the first 6 months, you will go through a “Road Talk’ with your Team Lead, Department lead, and People and Culture representative.

Your improvement and development is really important for us so this talk is a great place for your honest feedback.

To make the conversation more substantial, comprehensive and result in a more concrete development plan, check out [this template](#) to help you out in your preparation for your first and future Road Talks.



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First year

Not only is your first year a chance to celebrate, but also a moment for another Road Talk!

You already know your way around Notch, so we will talk about the important moments from your first year and future Road Talks.



What after my First year?

Key tools for your further development:

- 1 on 1 Meetings with your Team Lead
- Regular Road Talks
- Competence Matrix* (tool for employee development which includes both technical and non-technical aspects of people development)

For any more information or questions, your Team Lead is here with all the info.

**tool used for Engineering Department*

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Practical information

Business trip guidelines

What to do when going on a business trip

We have prepared guidelines for business trips, which you can find [here](#).

The first step is to open a **travel order** in Bob.

Colleagues in charge of travel organization (Antonija Maričić) and travel orders tracking and calculations (Zorana Antunović) will help you in all further steps.

IMPORTANT NOTE: For every expense incurred on a business trip, you should take a R1 invoice, that is, an invoice with our company's information: name, address, and OIB/VAT (99895959831).





Company card

If you need to use Notch business card, follow these instructions:

- The use of the card must be approved by the Team Lead or the Project Manager
- You can pick up the card at the reception
- When purchasing, you must ask for an R1 invoice
- (for R1, the following information is required: OIB: 99895959831, and company address: Ul. Republike Austrije 33, , 10000 Zagreb)
- After using the card, you should return it to the reception

*Cash cannot be withdrawn from the business card.

For an online order, contact Antonija at antonija.maricic@wearenotch.com, with Team Lead in Copy.

Feel free to contact Zorana Antunović and Ivanka Smrečki from Finance Department if you have any questions.

Sick leave

1. **Notify your Team Lead and Project manager** (if you are working on a project) that you are on sick leave. It is important that you let them know as soon as you get sick so that they know immediately about your unavailability.
2. **Enter sick leave in Bob**, this is important to us because of the salary calculation. Time → Request time off → Select policy → Sick leave → Select sick leave type
3. **Send remittances** (scan or photo) by the end of the month to Sandra Miletić

NOTE:

- Sick leave up to 5 days in month is 100% paid
- You can also take up to 3 days per year of sick leave without the doctors certificate (in case of short illness or when you can not reach your doctor on the first day of sick leave)

Feel free to contact Sandra Miletić for any questions, and of course, first inform your Team Lead and Project manager.



IT and mobile equipment

Every employee receives equipment on the first working day. After 5 months, Team Lead together with IT support discusses the adequacy of the assigned equipment.

In case of failure of IT equipment

Inform your Team Lead and get in touch with internal IT support due to the agreement on taking over replacement equipment.

If you need new or different equipment

After the agreement with your Team Lead contact internal IT expert Ivan Kolonić for further arrangement.

All questions related to IT equipment and official mobile phones will be answered by our IT support expert Ivan Kolonić (ivan.kolonic@wearenotch.com)



Equipment loss or return

In case of equipment loss or theft

It is important to immediately report the theft to the police, and bring the police report or send it to IT support team (Ivan Kolonić or Sven Trajbar and inform your Team lead immediately).

IT equipment return

1. If you take over new equipment

In case of acquiring new IT equipment, it is necessary to return the old equipment personally and without damage to IT support team while taking a new one.

2. If you are leaving the company

In case of leaving the company, the equipment is returned on your last working day in agreement with the IT support team. The equipment should be undamaged and functional.

For all questions and arrangements regarding returns, please contact Ivan Kolonić at ivan.kolonic@wearenotch.com.





This is all for now, but your onboarding continues 😊

If you have any questions, you can find who to contact for a specific topic in the document [here](#).

Of course, your Team Lead and Buddy are always there for professional and team questions.

We wish you all the luck on your Notch journey!