**Newbie Checklist**

Below you'll find a checklist of all the relevant 'to do's' for you to get stuck into and check off as you go through your Onboarding journey. You can use this list as a step by step resource to complement the information on the Onboarding Hub ([onboarding.spotify.net](http://onboarding.spotify.net/)), so **feel free to copy paste this list into a separate doc you can refer back to and keep track of your progress!**

**First Week:**

**→ Get Set Up With The Basics**

* **Set up your continuous 1:1s** with your manager (weekly or biweekly recommended) to get started off on the right foot!
* **Complete onboarding actions and paperwork in Workday** - Visit  [Spotify.okta.com](https://spotify.okta.com/) and click on Workday. You'll see your task inbox in the top right corner of the home page.
* **Update your information in**[**Workday**](https://wd3.myworkday.com/spotify/d/home.htmld). Make sure your personal information and emergency contact information is correct and up to date.
* **Update your bank account information** in [Concur](http://concur.spotify.net/).
* **Personalise your Google Account** by [uploading a profile photo](https://support.google.com/mail/answer/35529?co=GENIE.Platform%3DAndroid&hl=en&oco=0) and creating an [email signature.](https://docs.google.com/document/d/1jTN_jz36eYeucKwRgx8SphjzmWa_xVjKf14zEx4Q4P4/edit?usp=sharing)
* [**Install Slack**](http://spotify.slack.com/)to chat with your new team members and join our various channels. If you get the *Workday for Slack app* you can also do Workday related tasks in Slack. See more details and FAQ on how to use the app [here](https://confluence.spotify.net/display/WD/How+to+setup+Workday+for+Slack).
* **Create and personalise your**[**Workplace** account](https://spotify.facebook.com/).
* **Visit our intranet** on [Confluence](https://confluence.spotify.net/) to review our employee handbook and check out our [Application](https://confluence.spotify.net/display/SPO/Applications) and [Resource Directory](https://confluence.spotify.net/display/SPO/Resources) for information on all of our systems.
* **Get your Spotify account converted** to an [Employee Premium Account](https://confluence.spotify.net/it/spotify-for-employees).
* **Stay safe when you travel** - Download the [International SOS app](http://localhost:3000/display/HR/Stay+Safe+When+You+Travel).
* **Be sure that you’ve been added to necessary mailing lists** (NYC, STO all, etc.). Contact [IT](https://it.spotify.net/) if you think you’re not on them. Also look at a [guide](https://confluence.spotify.net/display/IT/Access+to+groups) on how to request access to some squad and R&D specific groups.

**→ Company And Culture**

* **Check out**[**The Band Manifesto**](https://confluence.spotify.net/handbook/for-everyone/who-we-are/the-band-manifesto) - It explains our mission, our beliefs, our culture, our values, and everything in between.
* **Watch the**[**Welcome to Spotify Video Series**](https://greenhouseportal.edcast.com/pathways/ECL-82e55dd3-fd29-465b-aa2e-602335eafe5e)**.**
* **Watch the**[**Legal Compliance Training** Videos](https://greenhouseportal.edcast.com/pathways/ECL-6fa62934-f2f9-4800-9355-503e84985556).
* **Get familiar with**[**The Spotify Rhythm**](https://confluence.spotify.net/display/SPO/Our+Strategy).
* **Register for**[**Intro Days**](https://confluence.spotify.net/handbook/for-everyone/new-at-spotify/intro-days) - You will receive an email with invitation during your first week.
* In case you will need to **buy an external technical solution, product and/or service**, make sure to check first the Self-Service-Sourcing Kit, available on our Confluence corner [here](https://confluence.spotify.net/procurement/self-service-sourcing-kit-s3k).
* Want to **get involved in any of our Employee Resource Groups** (ERGs)? Find them all listed [here](http://localhost:3000/pages/viewpage.action?pageId=40768215).
* **Learn more about [Heart&Soul](https://confluence.spotify.net/display/HeartSoul)**, our company initiative on mental health and the resources available for you.
* We all **try to plan around everyone's important holidays**. Google Calendar provides an integration that gives you visibility of dates to consider. Just follow these instructions ([text](https://support.google.com/calendar/answer/6084659?co=GENIE.Platform%3DDesktop&hl=en)/[video](https://www.youtube.com/watch?v=TsgBNi8YEs0&feature=youtu.be&t=9m21s): takes literally a couple of minutes only) and you'll be contributing to a more seamless - and inclusive - event planning process for everyone!
* **Check out what's happening with all things social** at Spotify and sign up for some of our awesome events in the [Cx app](https://communityx.spotify.net/)(People Experience) or on the HR Cx group on Workplace! - Also join [CX Around the Globe during WFH](https://spotify.workplace.com/groups/185489599569661/).
* **Set up introductory meetings** with your team members to better integrate yourself to the team.
* **Have fun!** It's your first week!

**First Month:**

* **Make your**[**benefits selection**](https://confluence.spotify.net/handbook/for-everyone/compensation-benefits/medical-dental-vision-benefits) (US Employees Only).
* **Complete the Spotify's U.S. Anti-discrimination Training Course** [here](https://greenhouseportal.edcast.com/channel/processes-and-systems) (US Employees Only)
* **Get familiar with**[**Performance Development**@Spotify](https://greenhouseportal.edcast.com/channel/performance-development-spotify).
* **Sign up for the**[**Drive your Development session**](https://greenhouseportal.edcast.com/insights/how-to-drive) - You'll understand the fundamentals of the Spotify Performance Development Philosophy and our Spotify. approach to enable you to grow and thrive in your role.
* **Read our company**[**policies**](https://confluence.spotify.net/handbook#area-policies).
* **Browse around in**[**the Spotify Employee Handbook**](https://confluence.spotify.net/handbook).
* **Familiarise yourself with our**[**Brand Guidelines**](https://brand.spotify.net/#landing).
* **Check out the**[**Glossary of Spotify Terms**](https://confluence.spotify.net/display/GST/Glossary+of+Spotify+Terms) to learn about various words, phrases, acronyms, and abbreviations in common use at Spotify.
* **Listen to**[**The Curve**](https://open.spotify.com/show/6hcj2sqLpatpw3BS1QBzsM?si=4CnU3xbIQuOGr68k_9kBJQ) - An employee-only podcast aimed to take you deep into Spotify strategies and topics that are the most critical to our work. Hosted by our CTO, Gustav Söderström. You will need a Spotify employee account and to be on Spotify office Wi-Fi (OR the VPN if you are outside the office) in order to download The Curve.
* **Congratulations!** You survived your first month. It'll be smooth sailing from here on out.

**3-6 Months:**

* **Schedule your first**[**Development talk**](https://greenhouseportal.edcast.com/pathways/the-four-pillars-of-performance-development-spotify/cards/101440208).
* **Check out learning opportunities in the**[**GreenHouse** portal](https://greenhouseportal.edcast.com/).
* **Interviewing |**All employees should take the Interviewer training and are expected to begin interviewing at 3 months. Training for everyone is [here](https://greenhouseportal.edcast.com/pathways/talent-acquisition-training-module) and [here](https://greenhouseportal.edcast.com/pathways/mindgym). And R&D specific info can be found [here](https://backstage.spotify.net/docs/engineering-interviews/interviewer/).