# Webonise Lab Induction Program

### Contents

- Introduction to HR Dept
- Business Mission/Vision/Scope
- Quality Policy
- Org Culture
- Org Structure
- Responsibility
- Company Policies (Salary/Leave Mgmt/Appraisal/Work Culture)
- Trainings

### HR Functions

- The human resources (HR) department serves as a link between management and employees
  - Defining positions and related Roles
  - Defining HR Policies and Guidelines
  - Hiring and Recruitment
  - Employee Career Management
  - Employee Training
  - Salary & Compensation
  - Employee recreation
  - Motivational Activities

### Vision

To carve a platform that nurtures high quality software products and services

### Mission

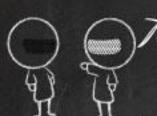
Leveraging the platform thus created for mutual growth of all the stakeholders while maintaining highest quality of integrity, fairness and honesty towards the employees, clients and the cause.

### Culture

Now this is what defines the Culture of Webonise:-

- Adventure
- Quest for constant Learning
- Work with responsibility
- Passion, aggression and innovation
- Full on fun

The Gyan... Some Picks from the Webonise "Wall of Fame"



l. Its Ok to make mistakes, But do not repeat it

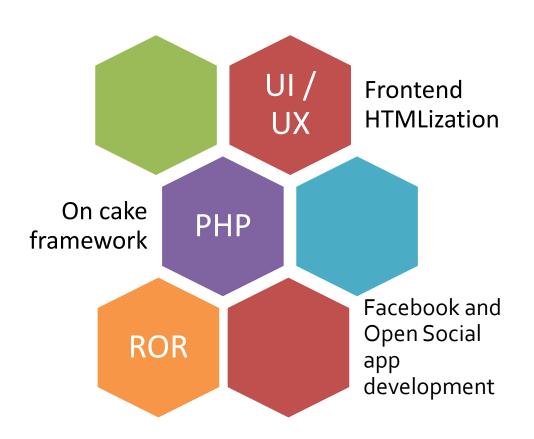


- 2. Webonise is a Platform, smarter ones will figure out how to leverage it
- User Interface is about getting the usability right, Cosmetic beauty is applicable only to human!
- 4. I wont touch it, till I get it!
- The dumbest question is the one that you don't ask!
- 6. Working and Beer-ing don't go well together, if only you are doing it for first time
- Spartans @Webonise "500 Lines of Code/day... Ahooo, Ahooo"



8. Work doesn't make sense if its not FUN!!! :)

# Tools & Technologies



App store specific and customized Mobile Apps development on following Platforms:

- Symbian for Nokia
- Android
- Samsung Bada
- Java based apps

### Structure

- Flat organization structure
- Two way communication flow



### Policies

- 1. Office Timings- 10 to 7 (flexible wrt the work requirement)
- 2. Leave policy:- the below mentioned leaves are applicable for the confirmed team members:-
- Privilege leaves- 14 days
- Casual leaves-6 days
- Sick leaves- 6 Days
- Leave without pays
- Informed and uninformed late coming.
- 3. Salaries and compensation- 20<sup>th</sup> to 19<sup>th</sup> salary cycle is followed.
- 4. Appraisals:- Quarterly performance review cycle is followed which is conducted in the following way:-
- Critical KRAs are laid down for each position in advance.
- Self evaluation formed
- Evaluation of performance on basis of the KRAs set.
- 5. Training:- The training module consists of weekly jam sessions, fresher's induction and training programme, lateral training programme for continuous skill upgradation.

### Training

- The Training program will range over 4 weeks
- The complete course content listed in following slide will be spread over the said time
  - Week 1: Generic Concepts
  - Week 2: Generic Concepts + Stream Specific
  - Week 3 :Stream Specific
  - Week 4: PoLS (Project on Live Scenario)
- Every module will be followed by an assignment, which needs to be completed before the EOD
- Based on successful completion of assignment, scoring will be done on the scale of 5 to 10. The metrics for the same to be detailed separately.
- PoLS will be evaluated on multiple parameters, to be detailed separately
- Probation Period, Appraisal reviews and TPI (Training Performance Incentive) will be based on above scores

### Training

- Process Training
  - Communication: Skype, Email and Emailing etiquettes
  - Agile Development methodology
  - Communication and collaboration Tools Basecamp, Gravity, Dropbox
  - Assignment
- Development Conventions
  - Development Conventions
  - Assignment
  - Deployment Meaning and how we do it
  - GitHub, Capistrano, Cucumber
  - Assignment
- Technology
  - Generic
  - Stream Specific

# Wish you Luck!