

Probation, Joining Process & IT Setup

The Software Engineer – Backend Development role includes a structured onboarding process to ensure a smooth transition into the organization. This section outlines the probation period, joining process, and IT setup procedures to prepare candidates for a successful start.

Probation Period

- **Duration:** The probation period lasts 6 months from the date of joining, allowing the organization and the candidate to assess mutual fit.
- **Objectives:** During probation, the Software Engineer is expected to:
 - Familiarize themselves with the organization's tools, processes, and codebase.
 - Contribute to assigned projects, delivering functional backend solutions.
 - Demonstrate collaboration, technical proficiency, and alignment with team goals.
- **Performance Evaluation:** Regular feedback sessions with the Technical Lead and Engineering Manager occur monthly to discuss progress, challenges, and development areas. A formal review at the end of the probation period determines confirmation of permanent employment.
- **Support:** The candidate will receive mentorship from senior team members and access to training resources to ensure success during probation.

Joining Process

- **Offer Acceptance:** Upon signing the offer letter, the candidate confirms their start date, typically within 2–4 weeks, with flexibility for negotiation.
- **Pre-Joining Formalities:**
 - Submission of required documents (e.g., ID proof, educational certificates, signed contract).
 - Completion of background verification, as detailed in the Offer Letter & Background Verification document.
 - Signing of confidentiality and non-disclosure agreements (NDAs).

- **Onboarding Session:** A virtual or in-person orientation session is conducted on the first day, covering:
 - Organizational overview, mission, and values.
 - Team introductions and project assignments.
 - Introduction to tools, workflows, and agile processes.
- **Buddy Program:** The candidate is assigned a “buddy” (typically a senior team member) to provide guidance, answer questions, and assist with integration during the first 90 days.

IT Setup

- **Hardware:**
 - **Office-Based/Hybrid Employees:** Provided with a company-issued laptop (e.g., MacBook Pro or Dell XPS), dual monitors, and peripherals at the primary office [City, Country].
 - **Remote Employees:** Receive a laptop shipped to their location and a one-time stipend for additional hardware (e.g., monitor, keyboard) and ergonomic furniture.
- **Software & Tools:**
 - Pre-installed development environments, including IDEs (e.g., PyCharm, VS Code), version control tools (Git), and cloud platform CLIs (AWS CLI, Azure CLI).
 - Access to collaboration tools like Slack, Jira, Confluence, and Microsoft Teams.
 - Licenses for testing and monitoring tools (e.g., Postman, Prometheus).
- **Access Management:**
 - Provisioning of secure credentials for accessing code repositories, cloud environments, and internal systems.
 - Multi-factor authentication (MFA) setup for all accounts to ensure security.

- **IT Support:** 24/7 IT helpdesk support for troubleshooting hardware, software, or access issues, with dedicated onboarding assistance during the first week.

Key Considerations

- **Remote Onboarding:** Remote employees receive virtual onboarding sessions and detailed setup guides to ensure a seamless IT setup process.
- **Training:** Initial training on organization-specific tools and processes is provided during the first week, with ongoing support through the buddy program.
- **Compliance:** Candidates must adhere to IT security policies, including data protection and secure coding practices, as outlined during onboarding.

Summary

The probation, joining process, and IT setup for the Software Engineer – Backend Development role are designed to ensure a smooth and supportive onboarding experience. The 6-month probation period allows for mutual evaluation, while the structured joining process and robust IT setup enable candidates to quickly integrate into the team and start contributing to projects. Comprehensive support from mentors and IT teams ensures a successful start.