# Title: Engineering Manager Onboarding Guide

### **Please read this**[**Freshsales Engineering Onboarding Guide**](https://confluence.freshworks.com/display/freshsales/Freshsales+Engineering+Onboarding+Guide)

### **Your 30 Day Plan**

**Week 1**

Day 1 & 2 - Onboarding

Day 3 - 5 -

* Meet and Greet with Manager
* Your manager will introduce you to the Freshsales engineering team, fellow engineering managers, QA managers, chief architect, TPM and Product Head.
* Your manager will walk through this onboarding guide with the new manager.
* Try to complete the items mentioned in the General and Developer onboarding checklist.
* Meet and greet meeting with your squad
* Send meet and greet meeting invite to fellow engineering managers, QA manager, TPM, Chief Architect, Engineering head and HRBP
* Set up a recurrence weekly sync up with your manager for the first 3 months.
* Please talk to the current manager/squad lead who will share the recurrent meeting for that squad
* Set up meetings with your squad members along with their current manager to understand the commitments and get to know more about them.
* Please go through [Freshwave in Freshsales](https://confluence.freshworks.com/pages/viewpage.action?pageId=230074384)
* Please signup with a dummy email (avoid actual personal / official mail ids) to signup to FWCRM and try out the product firsthand.
* Get access to Freshrelease, Support portal , Fyle and  code climate tool
* Get added to [freshsales-ems@freshworks.com](mailto:freshsales-eng@freshworks.com) DL by raising a ticket in [this link](https://lighthouse.freshservice.com/support/tickets/new) by selecting Function as 'IT'.
* Complete mandatory training

**Week 2**

* Send one paragraph about yourself as an introduction to your manager for the introduction mail.
* Have two or three separate sessions with your manager in understanding the Freshworks history, business model, working culture, stakeholders, expectations, Freshsales working rhythm
* This week you would have completed your meeting with squad members, engineering leaders, and complete all the meet and greet scheduled last week.
* Watch recent all hands with CEO ( Q3 2019- <https://freshworks.workplace.com/100024027468533/videos/520575392086705/>)
* Setup meet and greet with PM stakeholders.
* Attend Product demo and Engineering walkthrough (Backend, Frontend & Systems)
* Go through the engineers / SET onboarding guide and try to do local setup.

**Week 3**

* Start attending the daily stand up with your squad meetings.
* Schedule meeting with fellow managers, architects, and stakeholders to understand more about the product, technology, and working rhythm
* Talk to the product team, get any 5 customers randomly in different size and from different vertical and understand our customers business and how they are using our product
* Get more details on what other products we are building here
* Get to know about
  + Roadmap exercise
  + i2ps
  + Dev and Review processes
  + CI/CD pipeline
  + Test & Deploy
  + Support processes - L2, L4, RCA

**Week 4**

* Join the meeting with support team.
* Define your Month 2 and Month 3 goals with your manager
* Meet InfoSec team, understand more about InfoSec
* Meet platform team, at least the platform services we are using for our product so far