ExecuHub

Avnet's mobile app for new Executive leaders
An easy guide to downloading and use

AVNET®
Reach Further™

As a new executive at Avnet, you need easy access to quickly acclimate to your new role. ExecuHub has all of the onboarding information you need literally at your fingertips. From org charts to information explaining processes at Avnet, and even an assigned "buddy" you can reach out to directly for help, ExecuHub has all the tools to ensure your success.

Download *ExecuHub*

On your mobile device

To get ExecuHub, you must first download a Microsoft app called "Power Apps."

1) **Download Power Apps** from the App Store or Google Play onto your iPhone, iPad, or Android device running a supported operating system.
2) **Open Power Apps** and **sign in using your Avnet credentials**.
3) You may also need to enter your Avnet credentials into Microsoft Authenticator and approve the notification sent to your device.
4) **Open** the ExecuHub app. Accept permission to use SharePoint.

On your PC

1) Go to Power Apps on your web browser.
2) On the left-hand menu, click Apps.
3) **Open** the ExecuHub app. Accept permission to use SharePoint.

Using ExecuHub

Profile *(optional)*

This section allows you to update with content about yourself, your birthday, interests, LinkedIn profile, skills, etc. This content is only visible to you and your Executive Admin.

We recommend uploading your Bio and/or a copy of the announcement your leader sent out about your joining Avnet to this section as this information is most frequently requested from our new leaders

Work

This section of the app's homepage includes information about the work you be performing and leading for Avnet:

- the job description
- goals and strategy
- scope and areas of responsibility

People Management Processes

Leaders at Avnet have areas of responsibility in support of their teams. This section of the homepage shares information about the processes leaders will need to learn, understand and adopt.

Please also note what time during the fiscal year these processes take place.

Information included in this section:

- Performance Management
- Goal Setting
- Global Job Architecture
- Talent Management Review Process
- Global Policies
- Talent Acquisition – Workday ATS

Workforce

What does your team need to look like today and in the future to support Avnet. The types of workers and style of work may need to be considered. What are the skills, knowledge and abilities that the you and your team will need to be successful.

This section of the homepage outlines resources Avnet offers to leaders and their teams to address these areas:

- Organizational Chart (real-time information pulled from active directory)
- Workday
- Workday Learning Management System (LMS)
- LinkedIn Learning
- Business Book Summary Platform
- Unconscious Biased Training

Workplace

Where is the work taking place and what does the surrounding environment/community look like or need to look like? What tools/resources are needed to support the workplace(s) where your team works and what are the local/regional variances, if applicable.

- HR Policies
- Our 100 Year Anniversary – Centennial Central
- Avnet's Response to COVID-19
- Diversity & Inclusion
- The Avnet Story

Calendar Notes

As part of your on-boarding at Avnet, your leader and executive admin have scheduled critical meetings that we recommend taker place within the first 90 days at Avnet. This section includes "cliff' notes about those meetings in an attempt to help you prepare for them. These notes may answer the questions of who are you meeting with and why, their role at Avnet, and how their role connects to yours.

Induction Buddy

Your hiring leader may assign a buddy to you. This buddy will serve as another resource for you as you learn about the Avnet culture. This will include guidance on the operating procedures, processes and preferences of how we do business and how we live our core values.

Tech Support

For issues with ExecuHub, please contact the GIS Service Desk:

Live Chat: Service Now Portal – Live Chat   Phone: +1 866-462-8638
Service Now Portal – Select 'Get Help'   Email: GISServiceDesk@Avnet.com

FAQ

What is the purpose of *ExecuHub*?

ExecuHub will provide a personalized, Executive onboarding experience, delivered through an interactive digital approach (app). The learning curve and success of our new Executives is critical to the business, and this onboarding app will focus on your first ninety days with Avnet.

ExecuHub was designed after receiving feedback from previous new leaders on what tools and resources were critical to learn quickly at Avnet. The ExecuHub onboarding app serves as a 'hub' of onboarding information that can be accessed real time from any location.

Is *ExecuHub* secure?

GIS has taken steps to ensure that *ExecuHub* meets Avnet's strict security standards. To securely access *ExecuHub*, users must first install the Microsoft Power Apps application, sign in with their Avnet credentials and load *ExecuHub*. The app can only be accessed by Avnet-verified employees.

What main features does *ExecuHub* have?

The *ExecuHub* application allows you to have access to tools and resources in key areas such as work, workforce, wprkplace, people management processes, notes for your calendar and information about your induction buddy (if assigned by your leader).

Will I receive notifications?

ExecuHub will not send you notifications at this time.

How often will *ExecuHub* be updated?

Any updates to the *ExecuHub* application will take place with each new leader that starts at Avent. You will have the latest version when you initially log in..

Who will have access to the application data?

Only a limited number of GIS admins, the Executive Recruiter and your Executive Admin will have access to the data.

Can *ExecuHUb* track my location?

No, the *ExecuHub* app will not at any time track a user's location. There is no interaction between *ExecuHub* and your device's Location Services or GPS.

How long will I have access to ExecuHub?

Avnet has paid for you to have access to ExecuHub for your first six months of employment. Should you need more time, please contact the Executive Recruiter.

Which devices are supported?

Minimum required	Recommended
iOS 12 or later	iOS 12 or later
Android 7 or later	Android 7 or later
Windows 8.1 or later (PC only)	Windows 10 Fall Creators Update with at least 8 GB of RAM)

Supported browsers	Operating system
Google Chrome (latest version) (recommended)	Windows 7 SP1, 8.1, and 10 Android 5 or later iOS 8 or later macOS
Microsoft Edge (latest version) (recommended)	Windows 10
Microsoft Internet Explorer 11 (with Compatibility View off)	Windows 7 SP1, 8.1, and 10