

Cymbal Bank New Employee Guide

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Authored by Lewis Cymbal, CEO

1. Welcome to Cymbal Bank

Congratulations on joining Cymbal Bank! We are excited to have you on our team.

2. Your first day

Your first day at Cymbal Bank will be a busy one. You will meet with your manager, HR department, and team members. You will also be given a tour of the office and introduced to your new colleagues.

3. Your first week

In your first week at Cymbal Bank, you will be given a lot of information to take in. You will learn about the company culture, the products and services that we offer, and the expectations that we have for our employees. You will also be given a lot of paperwork to fill out.

4. Your first month

In your first month at Cymbal Bank, you will start to get into the swing of things. You will start to learn your job and the responsibilities that come with it. You will also start to build relationships with your colleagues.

5. Your first year

In your first year at Cymbal Bank, you will continue to learn and grow. You will start to take on more responsibility and you will start to make a real impact on the company. You will also start to build a network of colleagues and mentors.

6. Beyond your first year

After your first year at Cymbal Bank, you will have the opportunity to continue to grow and develop. You will have the opportunity to take on new challenges and to take on new roles. You will also have the opportunity to learn from your colleagues and to mentor them.

7. Resources

If you have any questions or concerns, please do not hesitate to reach out to your manager, HR department, or team members. We are here to help you succeed.

8. Welcome to the team!

We are excited to have you on our team and we look forward to working with you.

Tools to get familiar with

- Cymbal Drive: Our internal communication tool.
- Cymbal Expense: Our expense tracking tool.
- Cymbal Fly: Our travel booking tool.
- Cymbal Stay: Our hotel booking tool.
- Cymbal Work: Our project management tool.

Company culture

Cymbal Bank is a fast-paced, results-oriented company. We are always looking for ways to improve and innovate. We value collaboration, communication, and teamwork.

Getting your badge

You will be given your badge on your first day. You will need to wear your badge at all times while you are in the office.

Location of office

The Cymbal Bank office is located at 123 Main Street, Anytown, CA 91234.

Hybrid work policy

Cymbal Bank is a hybrid work company. This means that employees have the option to work from home or in the office. Employees who choose to work from home must have a dedicated workspace that is free from distractions.

Accessing employee gym

The Cymbal Bank gym is located on the 10th floor of the office building. Employees must have a valid employee badge to access the gym.

Getting tech support

If you have any problems with your computer or phone, please contact the IT department at 1-800-555-1212.