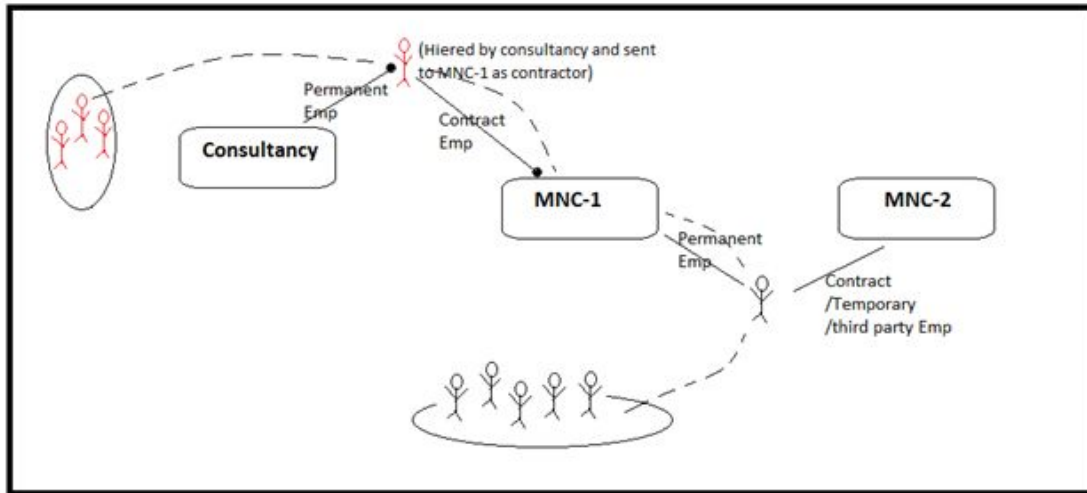# Do's & Don't in initial days in IT industry

- *By Tausief S*

Key factors to know '***Before Joining'***:

1. Permanent and contract employee

2. Notice Period
    a. Exit period from previous organization.
    b. You get the needed documents only after serving this period
    c. Applicable to both you and the organization.
    d. BuyOuts
3. Compensation Plan / CTC / Payroll / Package / Salary
    a. Always annual.
    b. Fixed pay.
    c. Variable pay.
4. Re-location
    a. Move to another branch in a different place for work.
5. Signing bonus
    a. Some companies offer an additional one-time-amount to make compensation look more attractive.

Onboarding process

1) Documents needed:
   b. Two copies of your recent passport size photographs
   c. PAN card copy
   d. Signed hardcopy of the offer letter
   e. Signed hardcopy of the Terms & Condition document
   f. Documents containing start and end date of the last 2 employers
      i. Offer letter
      ii. Documents having start-date, end-date
         1. Experience letter
         2. Relieving letter
   g. Copy of degree/PG certificates
   h. Last semester mark sheets(copy)
   i. Relieving letter of previous employer.
   j. Payslips - for the last 3 months.
   k. Passport copy (apply if available)
   l. Reference of people who you worked with.

2) Probation period:
   a) You will be under review period after joining the company. And your performance will be tracked.

3) New company documents & process
   a) Offer letter:
      i) Name, Designation, CTC, Joining date, Reporting details
   b) Revert back to email, Show up on joining.
   c) Get other essentials: email, empId, project allocation

Key factors to know *"After Joining"*:

4) Setup
   a) Remote onboarding process
      i) VDI, VPN connections
   b) Machine, tools installation, eclipse, and other tools - covered in Ameerpet.

5) Communication
   a) There are tools which are used within the company for communication
      i) Internal chat tool - Microsoft Teams, Communicator, Slack, etc

        ii)   Emails - remote onboarding.

6) Timesheet filling
    a) The daily work you do, should be tracked for project client-billing needs. Like how many hours on which project you did. Leave details and all, should be tracked in some tool.
7) Get the needed KT/inputs on the project
    a) Discuss with your manager to have a functional KnowledgeTransfer of information, since this is base for understanding the project, and then you can get easily adapted to it.
8) Walk through source code
    a) The project code (where you are allocated), the code will be in some versioning repository (eg. BitBucket) you are expected to setup the code in your local machine, and then understand it as experienced candidate/
9) Be proactive, don't wait for them to get in-touch, you reach out.
10) Any problem that you encounter reachout to google first. Instead of talking to someone else.
11) Put massive hard work to learn.
12) Tools and somewhat independent working - expected from 2+
13) Don't get fooled with chill & party time. Initial years in IT will launch your career rock solid.
14) Focus on growth.
15) Expectation setting from your lead/manager
    a) Ask your manager, for the expectation from you. THis will give you a direction to continue.

Name: Tausief Shaikh
FB: https://www.facebook.com/tausiefs
LinkedIn: https://www.linkedin.com/in/tausiefs/