

## 02 New Hire Onboarding Journey / 新人融入计划

Dear,

Welcome to Shopee Supply Chain! We hope you will reap a pleasant career journey at shopee.

To help you better understand the company, the team, and facilitate your work. Please be sure to read the following onboarding guidelines carefully.

### Overview

Time	Key Action / 关键行动项, 适用于所有校招新人和提前入职的校招生  For experienced hired and early entry campus hired	Key Action - Campus Hired / 适用于集中入职批次的校招生  For unified onboarding campus hired	Key Action - Campus Intern / 适用于校招实习生  ( CNDC )
Day 1 入职第一天	<ul style="list-style-type: none"><li><input type="checkbox"/> Sign contract, Orientation from HR&amp;Admin team, Receive laptop &amp; install apps</li><li><input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates</li></ul> <p>*Mentor: who guides you through the whole probation and entry task. *Tech Leader: who assigns tasks, tracks progress and quality, and delivers team results. *Reporting Manager: who sets targets and reviews performance for you.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check out the onboarding guide and get more information in Confluence</li><li><input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions</li><li><input type="checkbox"/> First 1-1 communication with your Mentor</li><li><input type="checkbox"/> Receive the Entry task with clear deadline and requirements</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Sign contract, Orientation from HR&amp;Admin team, Receive laptop &amp; install apps</li><li><input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates</li></ul> <p>*Mentor: who guides you through the whole probation and entry task. *Tech Leader: who assigns tasks, tracks progress and quality, and delivers team results. *Reporting Manager: who sets targets and reviews performance for you.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Learn about new employee orientation for campus hired and get more information in Confluence</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Sign contract, Orientation from HR&amp;Admin team, Receive laptop &amp; install apps</li><li><input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates</li></ul> <p>*Mentor: who guides you through the whole probation and entry task. *Tech Leader: who assigns tasks, tracks progress and quality, and delivers team results. *Reporting Manager: who sets targets and reviews performance for you.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Check out the onboarding guide and get more information in Confluence</li><li><input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions</li><li><input type="checkbox"/> First 1-1 communication with your Mentor</li><li><input type="checkbox"/> Receive the Entry task with clear deadline and requirements</li></ul>
In 2 Weeks 入职2周内	<ul style="list-style-type: none"><li><input type="checkbox"/> Submit your entry task result</li><li><input type="checkbox"/> Mentor, Tech Leader, Reporting manager evaluate the result of entry task and give you feedback</li><li><input type="checkbox"/> Set up your <a href="#">probation target</a> with your Reporting Manager/Tech Leader and Mentor</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Participate in the company-level shrimp program/ 参加公司级虾米计划 (3.5天)</li><li><input type="checkbox"/> Participate in Supply Chain <a href="#">New Employee Orientation for campus hired</a></li><li><input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions</li><li><input type="checkbox"/> Receive the Entry task with clear deadline and requirements</li><li><input type="checkbox"/> Mentor, Tech Leader, Reporting manager evaluate the result of entry task and give you feedback</li><li><input type="checkbox"/> Set up your internship targets and development plan with your Mentor, Reporting Manager/Tech Leader</li></ul>

<p>During Probation /Internship</p> <p>整个试用期/实习期间</p>	<ul style="list-style-type: none"> <li>Participate in the company-level New Hire Onboarding to learn more about our company policies. *For ID team ,you will receive an invitation of "New Hire Bootcamp" from local L&amp;D.</li> <li>Complete <a href="#">Supply Chain New Employee Orientation for experienced hired</a></li> <li>Complete <a href="#">E-learning</a> study activities in time</li> <li>Regular bi-weekly communication with your Mentor</li> </ul> <p>*Track the probation target progress and solve problems</p> <p><input type="checkbox"/> Monthly communication with Reporting Manager</p> <p>*To review your performance and probation target progress, also to give feedback from both sides</p> <p><input type="checkbox"/> Familiarize with business and technology through learning and practice, and complete your probation targets</p>	<p><input type="checkbox"/> Participate in Supply Chain New Employee Orientation for campus hired ( 为期1.5个月 )</p> <p><input type="checkbox"/> Join specific business line and team, First 1-1 communication with your Mentor</p> <p><input type="checkbox"/> Set up your <a href="#">development targets and growth plan</a>(<a href="#">虾米培养辅导表</a>) with your Mentor, Reporting Manager/Tech Leader</p> <p><input type="checkbox"/> Complete <a href="#">E-learning</a> study activities in time</p> <p><input type="checkbox"/> Regular bi-weekly communication with your Mentor</p> <p>*Track the Growth plan progress and provide support</p> <p><input type="checkbox"/> Monthly communication with Reporting Manager</p> <p>*To review your performance and development target progress, also to give feedback from both sides</p> <p><input type="checkbox"/> Familiarize with business and technology through learning and practice, complete your development targets and growth plan</p>	<p><input type="checkbox"/> Participate in the company-level New Hire Onboarding to learn more about our company policies</p> <p><input type="checkbox"/> Complete Supply Chain New Employee Orientation for interns</p> <p><input type="checkbox"/> Complete <a href="#">E-learning</a> study activities in time</p> <p><input type="checkbox"/> Regular bi-weekly communication with your Mentor</p> <p>*Track the Growth plan progress and provide support</p> <p><input type="checkbox"/> Monthly communication with Reporting Manager</p> <p>*To review your performance and probation target progress, also to give feedback from both sides</p> <p><input type="checkbox"/> Familiarize with business and technology through learning and practice, and complete your internship targets</p>
<p>3rd Month</p> <p>入职第三个月</p>	<p><input type="checkbox"/> <a href="#">Probation review meeting</a>: Prepare your summary presentation format and fill in the target completion and self-assessment details</p>	<p><input type="checkbox"/> Review the gains and growth in the past 3 months, fill in the target completion and self-assessment details in your Growth plan ( <a href="#">虾米培养辅导表</a> )</p> <p><input type="checkbox"/> Submit your <a href="#">probationary summary materials</a> for review as requested by HRBP email (business line can organise review meeting as needed)</p>	<p><input type="checkbox"/> Review the gains and growth in the past 3 months , fill in the target completion and self-assessment details in your Growth plan ( <a href="#">虾米培养辅导表</a> )</p> <p><input type="checkbox"/> Submit your internship summary materials for review as requested by HRBP email (business line can organise review meeting as needed)</p>
<p>3rd - 6th Month</p> <p>入职第3-6个月</p>	-	<p><input type="checkbox"/> Based on the Growth Plan(<a href="#">虾米培养辅导表</a>), make a personal dynamic growth plan and monthly review with your mentor&amp;reporting manager</p>	<p><input type="checkbox"/> After receiving the relevant certificates, sign formal labor contract and enter the school recruiting employee development path</p>