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,适用于所有社招新人和提前入职的校招生	Key Action - Campus Hired / 适用于集中入 职批次的校招生	Key Action - Campus Intern / 适用于校招 习生	
	For experienced hired and early entry campus hired	For unified onboarding campus hired	(CNDC)	
Day 1 入职第 一天	Sign contract、Orientation from HR&Admin team、Receive laptop & install apps Get connected with key roles:your Mentor, Tech Leader/Reporting Manager, and other teammates *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. Check out the onboarding guide and get more information in Confluence Set up environment, Learn the basics of development and apply for necessary permissions First 1-1 communication with your Mentor Receive the Entry task with clear deadline and requirements	Sign contract, Orientation from HR&Admin team, Receive laptop & install apps Get connected with key roles:your Mentor, Tech Leader/Reporting Manager, and other teammates *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. Learn about new employee orientation for campus hired and get more information in Confluence	Sign contract、Orientation from HR&Admin team、Receive laptop & install apps Get connected with key roles:your Mentor, Tech Leader/Reporting Manager, and other teammates *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. Check out the onboarding guide and get more information in Confluence Set up environment, Learn the basics of development and apply for necessary permissions First 1-1 communication with your Mentor Receive the Entry task with clear deadline and requirements	
In 2 Weeks 入职2周 内	Submit your entry task result Mentor,Tech Leader,Reporting manager evaluate the result of entry task and give you feedback Set up your probation target with your Reporting Manager/Tech Leader and Mentor	□ Participate in the company-level shrimp program/参加公司级虾米计划(3.5天) □ Participate in Supply Chain New Employee Orientation for campus hired □ Set up environment, Learn the basics of development and apply for necessary permissions	Set up environment, Learn the basics of development and apply for necessary permissions Receive the Entry task with clear deadline and requirements Mentor, Tech Leader, Reporting manager evaluate the result of entry task and give you feedback Set up your internship targets and development plan with your Mentor, Reporting Manager/Tech Leader	

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Join specific business line and team, First 1-1 complete Supply Chain New Employee Orientation for experienced hired Complete E-learning study activities in time		Hire Onboarding to learn more about our company policies.	Orientation for campus hired (为期1.5个	Hire Onboarding to learn more about
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