

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"><input type="checkbox"/> Sign contract, Orientation from HR&Admin team, Receive laptop & install apps<input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates <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"><input type="checkbox"/> Check out the onboarding guide and get more information in Confluence<input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions<input type="checkbox"/> First 1-1 communication with your Mentor<input type="checkbox"/> Receive the Entry task with clear deadline and requirements	<ul style="list-style-type: none"><input type="checkbox"/> Sign contract, Orientation from HR&Admin team, Receive laptop & install apps<input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates <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"><input type="checkbox"/> Learn about new employee orientation for campus hired and get more information in Confluence	<ul style="list-style-type: none"><input type="checkbox"/> Sign contract, Orientation from HR&Admin team, Receive laptop & install apps<input type="checkbox"/> Get connected with key roles: your Mentor, Tech Leader/Reporting Manager, and other teammates <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"><input type="checkbox"/> Check out the onboarding guide and get more information in Confluence<input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions<input type="checkbox"/> First 1-1 communication with your Mentor<input type="checkbox"/> Receive the Entry task with clear deadline and requirements
In 2 Weeks 入职2周内	<ul style="list-style-type: none"><input type="checkbox"/> Submit your entry task result<input type="checkbox"/> Mentor, Tech Leader, Reporting manager evaluate the result of entry task and give you feedback<input type="checkbox"/> Set up your probation target with your Reporting Manager/Tech Leader and Mentor	<ul style="list-style-type: none"><input type="checkbox"/> Participate in the company-level shrimp program/ 参加公司级虾米计划 (3.5天)<input type="checkbox"/> Participate in Supply Chain New Employee Orientation for campus hired<input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions	<ul style="list-style-type: none"><input type="checkbox"/> Set up environment, Learn the basics of development and apply for necessary permissions<input type="checkbox"/> Receive the Entry task with clear deadline and requirements<input type="checkbox"/> Mentor, Tech Leader, Reporting manager evaluate the result of entry task and give you feedback<input type="checkbox"/> Set up your internship targets and development plan with your Mentor, Reporting Manager/Tech Leader

<p>During Probation /Internship</p> <p>整个试用期/实习期间</p>	<ul style="list-style-type: none"> 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&D. Complete Supply Chain New Employee Orientation for experienced hired Complete E-learning study activities in time Regular bi-weekly communication with your Mentor <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 development targets and growth plan(虾米培养辅导表) with your Mentor, Reporting Manager/Tech Leader</p> <p><input type="checkbox"/> Complete E-learning 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 E-learning 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"/> Probation review meeting: 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 (虾米培养辅导表)</p> <p><input type="checkbox"/> Submit your probationary summary materials 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 (虾米培养辅导表)</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(虾米培养辅导表), make a personal dynamic growth plan and monthly review with your mentor&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>