Onboarding tips to help new team developers to growth



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Agenda

- Onboarding impact
- When to onboarding
- Tips on different areas to onboard

Do you remember when you join your first company o new project?



It's tod....



Why onboarding is important

According to Glassdoor, strong onboarding practices can increase retention by as much as

82%.

Companies with weak onboarding programs lose the confidence of their candidates and are more likely to lose these individuals in the first year.

Source: Glassdoor reports "The true cost of a bad hire"

When do you should do the onboarding? Joining to the company Before to join a client project Once you are in a project



WEEK 1

WEEK

WEEK 5

WEEK 7

Welcome Email

1st Onboarding Meeting (Introductions & Expectation Setting)

Product Overview Webinar

Q&A Sessions

Tips & Best Practices Email

Usage Monitoring Begins

3rd Onboarding Meeting (Product Adoption Review)

Cross-Sell Opportunities

Review of Survey Feedback
Review of Pending Activities

ONBOARDING TIMELINE

2nd Onboarding Meeting (Project Plan, Responsibilities)

Account Setup / User Creation

Advance Product Webinar

Tutorial

Check-In Email

Best Practices Webinar

Customer Satisfaction Survey

Identification Of Issues

4th Onboarding Meeting (Onboarding Wrap-Up)

Develop next steps for value realization

Understand Customer ROI

WEEK

WEEK 4 WEEK

8 WEEK

Before join to a client project

Provide an process overview

Process to join with customer "A"

Step	Description	Estimated time for result
1	Internal Interview	1 day
2	Client Interview	5 days
3	Background check	3 day
4	Internal customer setup	7 day
5	Join with client	1 day

Before join to a **client** project

- Do you need to fill or sign some documents?
 - Contracts
 - Agreement

Document list for signature

ltem	File	Description	Page signature
1	Contract.pdf	Employee contract	1, 7
2	Agreement.pdf	Disclosure agreement	last page
3	IntPropty.pdf	Intelectual property	1,6,9
4	GengerPlcy.pdf	Gender policy and equity	9

Before join to a client project

- How you should fill those forms
 - Where to sign
 - Important fields

Name:1	rey rio	llingsworth		_	Dayt	ime i	eleph	ione
FILER STATUS	x	New Member of or Candidate for U.S. House of Representatives Candidates - Date of Election:	State: District: _ May 3, 20	09				
		New Officer or Employee Employing Office:					_	
A. Did you, you a. Own any	ir spouse, reportable	or your dependent child: asset that was worth more than \$1,0						
A. Did you, you a. Own any in end of the b. Make more asset duri C. Did you or y	or spouse, reportable e reporting re than \$20 ing the reporting rour spouse ension/IRA	or your dependent child:	000 at the ortable	Yes	x	No [E. Dorin
A. Did you, you a. Own any in end of the control of the c	ur spouse, reportable e reporting re than \$20 ing the reporting the repo	or your dependent child: asset that was worth more than \$1,0 period? or it is income from any reporting period? a have "earned" income (e.g., salarie	000 at the ortable	Yes	x	No [E. Corir



Contacts, contacts

- Who should contact
 - Manager
 - Leader
 - Co-workers
- Where can you get technical support
 - Phone
 - Email







Communication

- Acronyms or terms your team uses
 - ASAP
 - PSA
- Standups
 - Time
 - Session ID



Communication

- Asynchronous communication
 - Email
 - Document repository
- Synchronous communication
 - Slack
 - Teams
 - Zoom



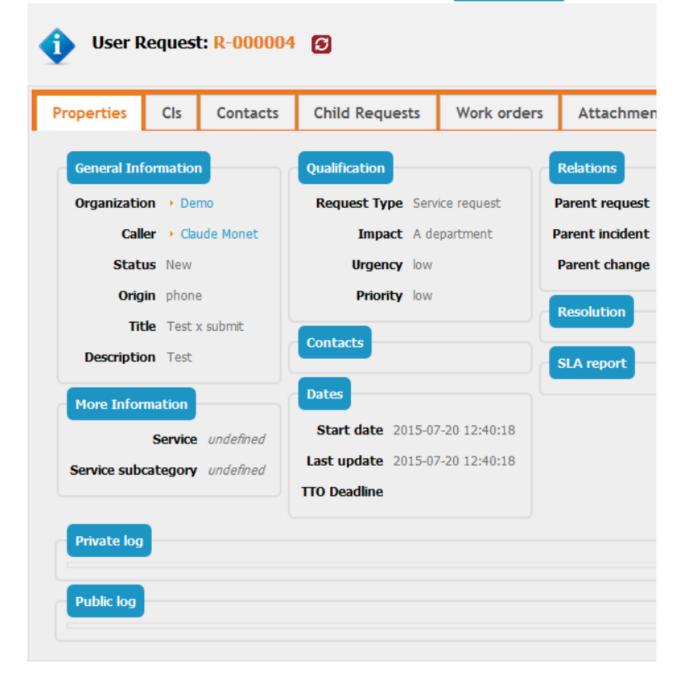
Customer onboarding

- Onboarding courses to complete
 - Security policies
 - How many courses your team should complete



How to request software

- Is there a portal?
- How to fill those software request
- Do you need approvals
- Is there a quick guide



Local developer environment

How to setup the developer local environment

Software needed

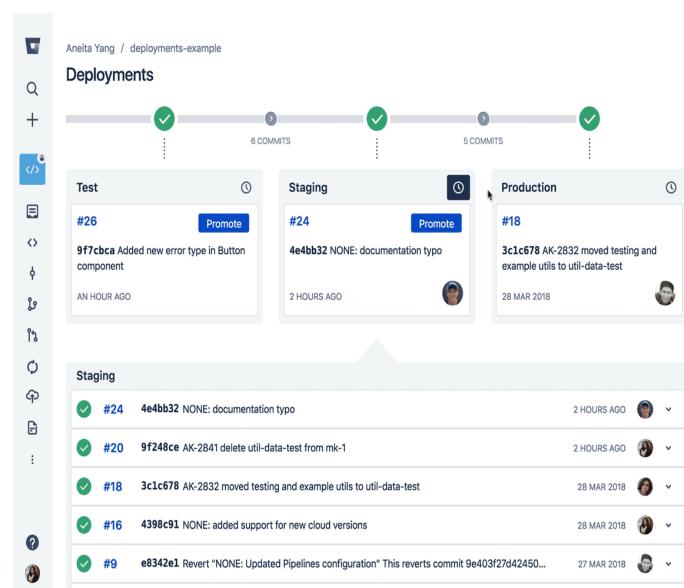
Software	Version	Request ID	Sample request
IntelliJ	2022_3	REQ_SFT_01	https://confluence.company.com/view/sample01
JDK	17	REQ_SFT_77	https://confluence.company.com/view/sample77
VSCode	1.69.2	NA	https://vscode.visualstudio.com

Steps

- 1. Install JDK in C:\JAVA\JDK17
- 2. Install ...
- 3. ...

Working with code

- Repository location
- Main project folder
- Related projects



Working with code

Code repository

- Bitbucket
 - Location: https://bitbucket.company.com
 - Root project: https://bitbucket.company.com/components

Projects

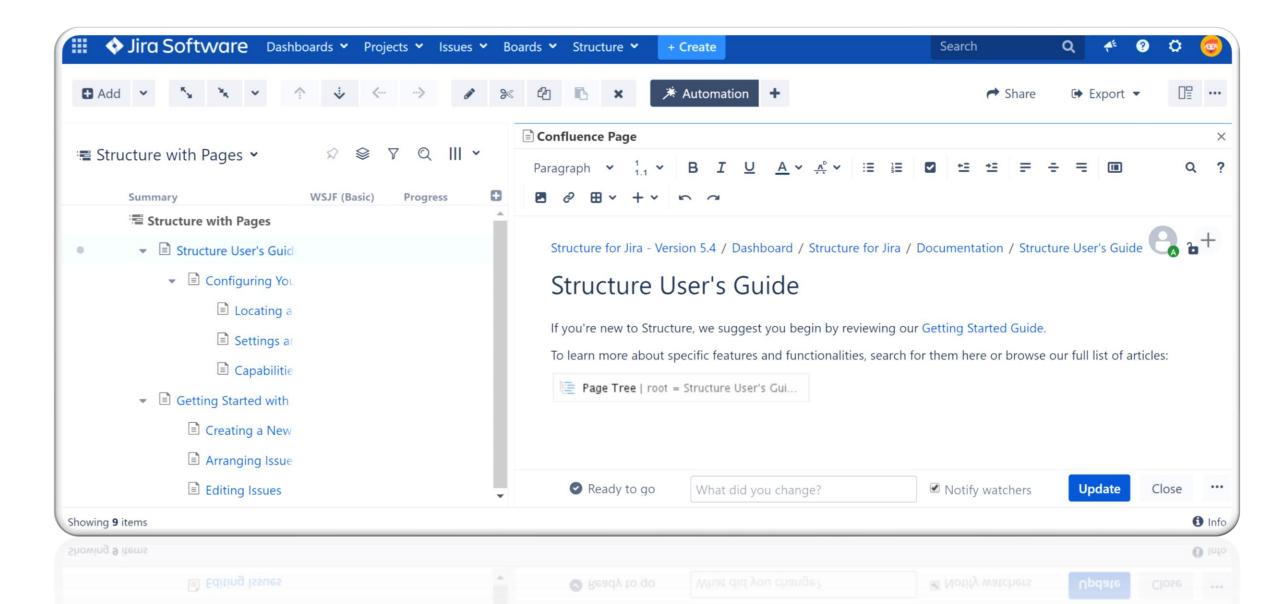
Project	Description
Kernel	Core components for all projects
Payments	Microservices project
WebComponents	Common widgets in ReactJS for all applications

```
use strict"; function b(b){return this.each(Tunction()[van
unction(b){this.element=a(b)};c.VERSION="3.3.7",c.TRANSITION_
=b.data("target");if(d||(d=b.attr("href"),d=d&&d.replace(/.*(
"hide.bs.tab",{relatedTarget:b[0]}),g=a.Event("show.bs.tab",
{var h=a(d);this.activate(b.closest("li"),c),this.activate(h)
wn.bs.tab",relatedTarget:e[0]})})}}},c.prototype.activate=fu
oveClass("active").end().find('[data-toggle="tab"]').attr("a
           idth,b.addClass("in")):b.removeClass("fade")
            tr("aria-expanded",!0),e&&e()}var g=d.find(
        ______;g.length&&h?g.one("bsTransitionEnd",f).emu.
       a.fn.tab.Constructor=c,a.fn.tab.noConflict=funct:
       ick.bs.tab.data-api",'[data-toggle="tab"]',e).on(
   b){return this.emb(function(){var d=a(this),e=d.data
  ar c=funct on/
                 # nis.options=a.extend({},c.DEFAULTS
                   ck.bs.affix.data-api",a.proxy(t
                    ition()};c.VERSION="3.3.7",c.RESET
                   set.scrollTop(),f=this.$element.off
                 !!(e+this.unpin<=f.top)&&"bottom":!(e</pre>
                bottom"},c.prototype.getPinnedOffset=
             is.$target.scrollTop(),b=this.$element.
            out(a.proxy(this.checkPosition this) 4))
          set,e=d.top.f=d bottom
```

Launch Project first time

- Projects to clone
- First time build
 - How to build it
 - Dependencies
- First time launch
 - How to test first launch
 - URL to test
 - Command line?

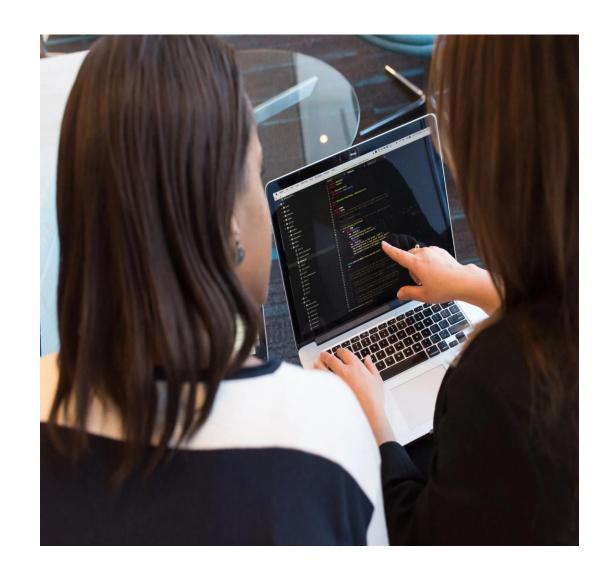
Documentation





Onboarding buddy

- Introduce new team member in channels
- Ask where they need help and connect them with the right people.



https://about.gitlab.com/handbook/people-group/general-onboarding/onboarding-buddies/

Conclusion

- Do the onboarding according to each phase
 - Publish it in a repository where people can contribute
 - Encourage people to keep updated
- Communication is key
- Onboarding buddies will change isolation symptom

What's next

- Questions?
- Contact me



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https://github.com/tmsanchez/