Onboarding

If you are reading this, it is most likely that you are new to the Technica family, so welcome aboard!

We all have gone through the process of starting in a new job and know how complicated the first days can be, when everything is new and you can barely process the huge amount of information received in a very short period of time. In order to help you during this initial phase, we have created some documents with instructions, links to documentation, etc. that hopefully will be helpful for you.

This should be a document complete enough to help you go through the first steps in the company. Please read it carefully and check it first before asking in case you have questions. If the answer is not here, this means that the document is not complete yet and the missing information needs to be added; please inform us about it. Along the same lines, if you have any question during the reading, do not hesitate to ask us, because it is possible that we take for granted that everything is clear, but it is not, and feedback is always welcome.

In any case, welcome to the Technica Engineering cocoon, where we will hopefully see you flourish 🙂

After this short introduction, let's go to the point now!

Where to start

If you are new at Technica, when you read this you will have had your onboarding session with the HR and Administration colleagues behind. This session takes place once a month, on the first working day of each month, to help the new employees with the very first steps in the company:

- First contact with Technica office & colleagues (Responsible: HR)
    - Onboarding sessions, held by our HR colleagues. Usually scheduled for 10:00 on your first working day. During this session, most of the subjects written in this page will be tackled.
- Sign your contract in paper form (Responsible: HR)
- Collect your access chip to Technica office (Responsible: Admin/HR)
- Check in using the physical device at the entrance of the office, with your new access chip, or via web using the time tracking system ((Responsible: Admin/HR)
- Collect your laptop (Responsible: IT guys)
- Get your Microsoft365 login info (Responsible: HR)
    - If login to Microsoft365 and all related systems (Outlook, Teams, OneDrive) are not working, please perform a password reset with the option "Forgot your password?".
- Log in using the domain user and password provided by the IT department.
    - Note that during the startup sequence you will be requested to enter the bitlocker code that you receive along with your user and password.

In case you want to check any of the content shown during the onboarding session, you can have access to the used presentation here:

- Company Onboarding

After the onboarding session, here you have a list with the following steps to follow, most of which you will get done during your first day with us:

- Get a quick overview on the company:

  - Company Overview
  - Company Infrastructure
  - Administration Services
- Read the following documents (Responsible: Group leader):
  - Company rules
    - Home office rules
  - Safety instructions
  - SAFe (Scaled Agile Framework) methodology
- Check that you have access to the systems we use on a daily basis
  - See TE systems. Do not forget to read the remarks for each system/service, not all of them are relevant for you!
  - Complete your profile in Jira and Confluence (check the links for information about how to do it).
- Upload a picture to your profile in our main communication platform (Microsoft365), so that people can identify you easily the first time they meet you in person.
  - During the first days HR team will send you an email in order to schedule a photo shoot session to get a profile picture you can use in all company systems.
  - Upload the picture to any other profile you might have in the different company systems (e.g. Jira)

*) Please send the documents to hr@technica-engineering.de. If you want to print the documents for signing, please print only the last page of each document for the sake of the environment, this is perfectly sufficient!

From this point onward, and for the next weeks, your time will be invested in basically 3 tasks:

- Configuring your laptop: The most boring point, it will take you some days, but can be done anytime, little by little. As soon as you got your laptop, you can start with all the setup required before you can actually start working. Bare in mind that in order to be able to download some tools, you will have to request admin rights from the IT team.
  - More information in TE systems section.
- Attending to workshops: You don't have to worry about it, just wait for the appointments and directions about what to do and when.
  - Theory and practice. This part will be mainly handled by the TE Academy.
    - You should have already a bunch of appointment invitations that correspond to all the training sessions planned for the month you start in (or the next available training cycle).
    - Please check the content of each appointment together with your supervisor and accept those that are interesting/relevant for you according to your profile and experience, and reject the rest.
  - Q&A sessions
- Reading documentation: The biggest "package". Below you can find some hints about where to start and which sequence to follow to read the available documentation.
- Get familiar with our intranet: If you have never used Confluence (the system our intranet is built on) or you don't feel confident using it, please take a look at our articles Confluence and Confluence Tutorial: Main features.
  - The information collected in all the presentations used during the onboarding comes from and is explained more in detail in our intranet, so please take your time to browse the system (do not forget to use the search functionality, it is quite powerful!).

Regarding the initial training (involving configuration, workshops and documentation,etc..), a customized version, adapted to your needs, will be developed and handled by your supervisor/group leader depending on the project(s) you will be involved in. Within the first few weeks, your supervisor will guide you through it, so don't you worry 🙂.

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Company overview

In this sections we try to describe all the information that can be useful for you to get familiar with the company and all the systems and processes we have.

Organizational Chart

> ⚠ **Project structure**
>
> A company's organization chart contains information from the disciplinary point of view ("who reports to whom"?, so to speak). If what you are looking for information about the organization of the company on a technical level, in relation to projects:
>
> - Existing projects
> - Project responsible
> - Project roles
> - Departments/groups involved
> - ...
>
> you will not find this information in the org chart. We are working on centralizing all this information ina project controlling toolchain which will be available for the employees in year 2024. Until then, if you are looking for project-related information and don't know where to start from, please send an email to documentation@technica-engineering.de and we'll provide the required information.

During your work here, you will probably need to interact with several people from various teams. Therefore, it's important to know all the departments and how they are distributed among the company's hierarchy. For the matter, we invite you to visit the following link which bings you to the official and complete organizational chart:

- TE org chart (in Rexx system)

This org chart is maintained by our HR team and always up-to-date. If you are interested in getting information about employees in relation to departments, groups and supervisors, this is the right place.

If you are new in the company, there will be a lot of new names - people, departments, teams, projects... - but do not panic. Little by little, you will get to know all the departments and teams mentioned there and associate a face to each name. That will happen especially during company and team building events.

For further details and context regarding each area and department, feel free to check the subsections:

- Enabling Functions
  - Administration
  - HR
  - Marketing
  - Business Development
  - Quality Management
- Technical Departments
  - [Outdated] Architecture & Platform
  - Engineering
  - Functional Integration
  - Logistics & Production
  - Network Technology and Basic Functions
  - Portfolio ZSG
  - Test Infrastructure
- Technical Fellows

More details about the company, its structure and what we do can be found in our main intranet site, Technica Engineering.

Policies & Processes

To meet our obligations and continuously improve, we are certified in ISO 9001 (Quality), ISO 14001 (Environmental Protection), and TISAX (Information Security). For this purpose, a Management System - which is a set of policies, processes, and procedures used to ensure compliance with the requirements of certifications - has been established. More information about this can be found here:

- Management Handbook

The main processes and policies can be found on the intranet. Here quick links:

- Policies
- Processes

Please start reading carefully the company policies, since they govern how the company must operate internally and all employees must be aware of them to guarantee a good working environment and to meet up with our quality standards. We recommend to follow the sequence below:

- First of all, please read carefully our HR policy. Special attention to the following points, since they seem to be very often overlooked or not carefully read:

- General rules about working hours
- Specific rules about flexible working hours
    - including home office
- Rules regarding vacation days
- How (and when) to inform about a sick leave
  - Then take a look also to the data protection rules in the following documents:
    - Privacy Policy
    - Information Security
  - Then move to the rest of the policies, in whichever order you prefer.

After reading the policies, please move forward to the section related to the company processes, where you will find two subsections:

- Daily-use processes are those workflows or how-to's (sets of instructions) defined to request services, hand in required-documentation and other processes part of the daily business.
- Formal processes refer to the management processes formally required by the ISO 9001 certification to guarantee a good quality.
    - As complement, you can read more about quality measures to be applied on a daily basis in our article about ISO 9001.

Last but not least, please check our document about 5S methodology, which explains the principles that we want to promote in our company. Please read it as well and try to apply those principles at work since the first day.

Home office

Technica Engineering offers to all the employees that have passed the probation period the possibility to do home office, according to the rules explained in our Home office guidelines. There you will find information about:

- Basic rules
    - Why
    - How
    - What-if
- Data protection rules in the context of home office

In order to be eligible for home office, the last slide of the Home office guidelines needs to be printed out, signed and sent to HR.

Once the data protection agreement has been signed and accepted, the process to request a day of home office is as follows:

1. Create a home office request in our time tracking system.
2. Your supervisor will receive the request, check it and reply
    a. In case of approval, request will be accepted in the system, with no further information (no message back)
    b. In case of rejection, appointment will be rejected together with a message explaining the reason for that rejection
3. If the home office request has been accepted, the people you work with (usually, only the rest of the team members) must be informed about it
    a. This can be achieved by extending the list of recipients of the Outlook appointment initially sent only to the group leader
4. [optional] Create an Outlook appointment with the subject "X home office", where X is your first name (and surname, in case there is more one person in the company with the same name) and send it to whomever you want to inform about your home office (if any)
   ⚠️Please create always the appointment as a full-day event, **without reminder** and showing you as *free* in the calendar. If you do not know how to do all this, please ask a colleague.
5. And that's all 🙂

Remember that it is mandatory to be reachable all the time while you are doing home office, so please make sure to be online in Teams and per email. Same rules for lunch and other breaks apply as if you were working in the office.

It is on the group leader's responsibility to decide whether home office in situations out of the rules mentioned above is applied or not. In those cases, each request will be analyzed separately and accepted/rejected as a result of this analysis.

Out of office

The process to request days off is described below:

1. Send an official request to your group leader through the time tracking system.
2. Once the request is approved, create an Outlook appointment with the subject "X out of office", where X is your first name (and surname, in case there is more one person in the company with the same name), to all the people you work with (usually, only the team members, including the group leader) to inform them
    a. Please create **always** the appointment as
        i. a full-day event, even if you are idle for half a day or just a couple of hours. You can provide details in the appointment description.
        ii. without reminder and showing you as *free* in the calendar. If you do not know how to do all this, please ask a colleague.
3. Wait until this point to buy the flight tickets or book anything. If you do it earlier and either the request is not approved or it is approved but cancelled later, you will not receive any compensation from the company (this is so by law in Germany).
4. Prepare your "out-of-office" message.

Time tracking

During the onboarding session, all employees get a brief overview on our time tracking system. If you need more details about its use, please check the article dedicated to this system: Rexx.

If, on the contrary, you are more interested in the underlying rules regarding working hours, vacation days, sick days, etc., please check our Company Policies in detail.

Access chip

Access to all rooms is controlled via a permission system. To grant the right access to each room, each employee has a programmable chip that is so configured that only allows access to the required rooms. This chip will be provided by HR also in the first working days, as described in How-To: Manage office access permissions.

Please check the first day(s) if your chip is working fine in all the locations and rooms you will required access. In case not, contact directly our colleagues from HR.

The access chip is tied to your user account in our time tracking system, and therefore can be used for clocking in and out, as explained during the onboarding session.

Visitors

For security reasons (due to the confidential character of many of the data we handle daily at work), all visitors have to register at the company's reception. This is done via Proxyclick system, which can be either accessible online or by using the terminal available on the reception desk. The full process is described in How-To: Handle a customer visit.

After successful registration, the host will receive an email informing that their visitor arrived so that they can be picked up from the waiting area opposite to administration.

Intranet

In order to access to the Technica intranet - and all the systems used on a daily basis, with a couple of exceptions - from outside the facilities of the company, you will need to connect to the company's VPN. If not given within the first week, and in case you see you will need it, please request to your supervisor a VPN certificate.

The app OpenVPN comes preinstall on all laptops provided to the employees. This tool is used for managing VPN certificates and install the received certificate. Instructions on how to use it can be found in our IT's section about VPN.

Mail

All new employees are welcome on their first working day by our colleagues from HR and Administration, who take care of, among other information, provide the basic information for you to start your journey at Technica Engineering. One of the things you get is your new TE email address. With this, you will have access to most of the services provided by the company.

First, you'll need to check your login data for your Microsoft365 account (including email), official platform used at Technica:

- Username: max.mustermann@technica-engineering.de
- Password **:** You will get an initial one, auto-generated, in paper form from HR
    - If not working, please perform a password reset with the option "Forgot your password?"

Recommendations regarding the email account:

- Use the standalone MS Outlook app instead of the web interface, which is less powerful and not so user-friendly.
- Set a signature to be used in all the emails you send (see Signature for more details).
- Set an "out-of-office" message every time you take days off or while on sick leave (see Out of office for more details).
- Get used from the first day to create folders to archive your emails. This will help you find the information more easily in the future, when the amount of emails will be pretty high.

In the Contacts section you will find a list of commonly used email addresses within Technica and what to use them for.

PGP encryption

Whenever working with confidential information, any document or data containing sensitive information that is sent or received via email within people inside or outside the company must be encrypted.

PGP will be used as encryption system. For instructions on how to configure your laptop to use it, please check Email Encryption with PGP.

⚠ Note that both parts of the communication need to use PGP. Please share your public key with whomever you will exchange this encrypted data.

Signature

Please check the Corporate Design section to find the latest guidelines for email signature.

Out of office

Please activate the "out-of-office" automatic reply in Outlook every time you have some days off or you are on sick leave. Below you can find a sample text you can use:

> *Vielen Dank für Ihre E-Mail. Ich bin bis einschließlich XX.XX.20XX nicht erreichbar. Während meiner Abwesenheit wird Ihre Nachricht nicht automatisch weitergeleitet. Nach meiner Rückkehr werde ich Ihre Email schnellstmöglich bearbeiten.*
>
> *In dringenden Fällen wenden Sie sich an: name.surname@technica-engineering.de*
>
>
> *Thank you for your e-mail. I am out of the office until XX.XX.20XX. During my absence, your e-mail/message will not be forwarded. I will process your email as soon as possible after my return.*
>
> *In urgent cases, please contact: name.surname@technica-engineering.de*
>
>
> *Mit freundlichen Grüßen/Best regards*

Resources

Meeting rooms

We have several meeting rooms in our offices. These can be booked via Outlook by creating a new appointment. The exact process is explained in How-To: Book a meeting room.

Transportation

The company puts several means of transportation at the disposal of the employees to attend to meetings at the customer's premises or any other work-related need. The process to book them and the usage rules are described in the following Car/Vehicle Management for business trips (DE/EN).

Corporative image

To maintain a common format for all Technica Engineering's official documents the company has defined rules and guidelines to follow. Details can be found in Corporate Design.

Services/sites

> ⓘ **Important**
>
> For IT help on low-level topics like network, security, etc. related to any of our systems or services, please browse the content in IT Service Desk. For documentation on a user level, please take a look at our articles about the company's software infrastructure in our knowledgebase.

Below you can find an overview of the services/tools currently available at Technica Engineering:

Table of contents

Service	Data location	Purpose	User name	Password	Link	Comment
Computer						
TE Windows login	*N/A*	Official computer's operating system. NOTE: In special cases, and upon approval, Linux or Mac computers are allowed, but official support is only guaranteed 100% for Windows computers. Working on increasing the support coverage to include also other operating systems.	mmuster mann	TE*	*N/A*	Username and password are provided by IT team on the first working day. NOTE: The login data (user /password) used on the employee's computer is used widely in the company for all those systems that allow synchronization with to our centralized directory service for the login. *) TE = Technica Engineering's Active Directory. Microsoft's own directory service for use in Windows domain networks that provides authentication and authorization functions. From now on, all systems using this combination of user and password as login data will be identified with "TE" in the *password* column. In case different login data is needed, it will be so specified.
Network						
TE OpenVPN	*N/A*	Tool that implements Virtual Private Networks (VPN). Used to access content from outside Technica office that is only available from within the Technica network due to security reasons.	mmuster mann	TE	*N/A*	TE (Windows) login data ℹ️ System documentation: VPN Configuration
Websites						
TE Website	Cloud	Official company website for external use.	-	-	https://technica-engineering.de/	
TE Intranet	On-premises	Official company website for internal user, where the basic company information can be found.	mmuster mann	TE	https://confluence.technica-engineering.net/display/TE/	TE (Windows) login data Only accessible from the TE network. Old intranet, based on SharePoint, was accessible via: >> https://technicaengineering.sharepoint.com/portal/SitePages/Home.aspx
TE Customer portal	On-premises	System developed for our customers to be able to securely access data of their purchased products, download specific content and learn more about our products in the knowledge base. Also useful (and accessible) for employees that make use of our HW products.	max.mustermann@technica-engineering.de	Free election	https://portal.technica-engineering.de	Sign up required before first use. Released in May 2023. ℹ️ System documentation: Customer Portal

TE Wiki	On-premises	Collaborative tool for documentation. Each department, group or project is free to create there a so-called *space* to document there processes, how-to's, FAQ, or any other relevant information to be shared internally. A few company-wide *spaces* are also available for all employees: - Technica Engineering - TE Academy - TE Knowledgebase - IT Service Desk Built using Confluence system. For that reason, wiki is often referred to as *Confluence*, and both names are used interchangeably	mmuster mann	TE	https://confluence.technica-engineering.net	TE (Windows) login data Registration: To get an initial password, follow the process to reset password and set the same password as for AD. If done already for Jira, no need to repeat the process ℹ System documentation: Confluence.

Accounting

~~**TE DATEV for Employees**~~ **OBSOLETE** Payrolls now available in new HR system, released in Q3 2023	~~Cloud~~	~~German accounting software where employees can find their payrolls every month~~	~~max.musterm ann@tec hnica-engineeri ng.de~~	~~Free election~~	~~https://apps.datev.de/ano/~~	~~Registration data will be sent to the employee per post.~~ ⚠ ~~If you are new in the company, please make sure that we have your current address. Otherwise the letter will get lost and no registration in DATEV is possible.~~ ~~Access only after first payroll is generated and sent out.~~
TE DATEV for Accounting team	On-premises	German accounting software	mmuster mann	TE	*N/A (Standalone app installed on server)*	Connection to DATEV server via remote desktop
TE HS	On-premises	Inventory system It manages the production from the TE Products.	*Request to IT via Service Desk*	TE + Extra password	*N/A (Standalone app installed on server)*	Connection to HS server via remote desktop HS = Hamburger Software.

HR & Administration

~~**TE DATEV for Employees**~~ **OBSOLETE** Payrolls now available in new HR system, released in Q3 2023	~~On-premises~~	~~Accounting system where you can find your payrolls.~~	~~max.musterm ann~~	~~Sent via postal mail~~	~~https://www.datev.de/ano/~~	~~Login data will be sent per mail to your place of residence~~
TE Rexx	Cloud	HR system. It contains information about the employee profile, yearly appraisals, leave requests and time tracking, among others.	mmuster mann	-	https://technica.rexx-systems.com	Single-sign on: System linked to Office 365 account, login should take place automatically if you are logged in in Microsoft systems already ℹ System documentation: Rexx.
~~**TE Engage!**~~ **OBSOLETE** *Included in new HR system, released in Q3 2023*	~~On-premises~~	~~HR system.~~ ~~It contains information about the employee profile, skills assessment and internal open positions, among others.~~	~~mmuster mann~~	~~TE~~	~~https://hr.technica-engineering.net~~	~~TE (Windows) login data~~ ~~Since the platform is connected to the payroll system, users can be only registered in the system after their first payroll.~~ ℹ ~~System documentation: In case of questions, please check the user manuals.~~
~~**TE Org Chart**~~ **OBSOLETE** *Included in new HR system, released in Q3 2023*	~~On-premises~~	~~Org chart of the company (for now, Munich only).~~	~~-~~	~~-~~	~~http://192.168.110.76:81/orgmanager/~~	~~Last update: Beginning 2022~~

TE Time Tracking **OBSOLETE** *Included in new HR system, released in Q3 2023*	On-premises	Time tracking system, used for: • Time recording (clock-in/-out) • Project assignment (time invested per project) • Leave request	max. musterm ann	Free election	https://timetracking.technica-engineering.net/	Initial password: *empty* ⓘ System documentation: Bedatime.
TE Recruitee	Cloud	Recruiting Tool for applications	max. musterm ann@technica-engineeri ng.de	Extra password	https://app.recruitee.com/	Ask mycareer@technica-engineering.de for access if needed
TE ProxyClick	Cloud	Visitor tracking system. All external visits must be registered in the system, keeping track of reason of the visit, arrival and departure time, and contact person(s) at Technica Engineering.	max. musterm ann@technica-engineeri ng.de	Free election	https://app.proxyclick.com/CO-CNVP912/dashboard	
TE Help Center	On-premises	Help-Desk platform, used for customer support and as employee self-service portal: • IT Service Desk • Administration Service Desk Based on Jira Service Management system. Often referred as Jira SD (SD = Service Desk).	mmuster mann	TE	https://jira.technica-engineering.net/servicedesk/customer/portals	TE (Windows) login data
TE SnipeIT	On-premises	inventory system	mmuster mann	TE	https://snipeit.technica-engineering.net	TE (Windows) login data

Productivity

TE Microsoft 365	Cloud	Microsoft office suite (incl. email).	max. musterm ann@technica-engineeri ng.de	Free election	https://login.microsoftonline.com/	Email and password are provided by HR on the first working day ⓘ System documentation: Microsoft 365.
TE Email	Cloud	Official company email system.	max. musterm ann@technica-engineeri ng.de	Same as Microsoft 365	https://outlook.office.com/owa/ or with the traditional standalone app, preinstalled on the computers by default	Microsoft 365 login data ⓘ System documentation: Outlook.
TE Skype for Business **OBSOLETE** *Replaced by MS Teams*	Cloud	~~Instant messaging enterprise app.~~ ~~Used for individual chats.~~	~~max. musterm ann@technica-engineeri ng.de~~	~~Same as Microsoft 365~~	~~Standalone app, preinstalled on the computers by default~~	~~Microsoft 365 login data~~
TE Teams	Cloud	Unified communication platform that combines persistent workplace chat, video meetings, file storage, and application integration. User mainly for chats and online meetings.	max. musterm ann@technica-engineeri ng.de	Same as Microsoft 365	https://teams.microsoft.com	Microsoft 365 login data
TE Jira	On-premises	Task management system. Used to organize and track individual and group /project tasks.	mmuster mann	TE	https://jira.technica-engineering.net/	TE (Windows) login data Please log in once asap in order to activate your account. Until then, no access rights can be granted to your user. To get an initial password, follow the process to reset password and set the same password as for TE (Windows) ⓘ System documentation: Jira.

TE Translator	On-premises	Only approved translator tool approved for translating confidential data, from customer emails to requirements, internal projects, etc.	-	-	https://translate.technica-engineering.net/	⛔ **DO NOT USE cloud-based systems** like: ■ Google Translate ■ DeepL ■ ChatGPT ■ Google Gemini No cloud-service is to be used to translate content that contains - directly or indirectly, confidential information about internal or customer projects.

File/Document management

TE SharePoint	Cloud	File hosting and documentation service. << Partially obsolete >> For documentation, system replaced by Confluence (see further below).	max.mustermann@technica-engineering.de	Same as Microsoft 365	https://technicaengineering.sharepoint.com	Microsoft 365 login data ℹ System documentation: SharePoint / OneDrive.
TE OneDrive	Cloud	File hosting and synchronization service. On the cloud. Thus, used only for **non-confidential** information.	max.mustermann@technica-engineering.de	Same as Microsoft 365	https://technicaengineering-my.sharepoint.com/	Microsoft 365 login data ℹ System documentation: SharePoint / OneDrive.
TE TECS	On-premises	File hosting service. On TE servers. Thus, **suitable for confidential** information.	TE\mmustermann	TE	\\10.21.2.200 Additionally, tools and exchange folders can be found in: ■ \\10.21.2.100\Tools ■ \\dfs\Exchange: For internal exchange of confidential information ■ Content deleted automatically at the beginning of each month	TE (Windows) login data ℹ System documentation: TECS.
TE NextCloud	Private Cloud (IaaS)	Exchange server for TE and customers or people outside the company **with an auto-deletion of files after 30 days**. Dropbox-like system.	*Request to IT via Service Desk*	-	https://xchange2.technica-engineering.de/	If you have never used the system, please contact IT to get a username. To meet TISAX requirements all files stored in *NextCloud* are server-side encrypted (encryption at rest).
TE NextCloud LTS	Private Cloud (IaaS)	Exchange server **for long term storage (LTS) without an auto-deletion of files** after X days. It provides less quota per user and should just used for projects or really special needs.	*Request to IT via Service Desk*	-	https://xchange2-lts.technica-engineering.de/	To meet TISAX requirements all files stored in *NextCloud* are server-side encrypted (encryption at rest).
TE FTP	Cloud	https://files.technica-engineering.de/ is used to provide a public website for clients to download setups like ANDi.	-	-	https://files.technica-engineering.de/	This folder is reachable via SFTP port 22 from the TE public IP address in Leopoldstraße to upload files.

Engineering & Development

TE Jira	On-premises	Issue tracking system. Used to report SW bugs and manage team tasks	mmustermann	TE	https://jira.technica-engineering.net/	TE (Windows) login data Please log in once asap in order to activate your account. Until then, no access rights can be granted to your user. To get an initial password, follow the process to reset password and set the same password as for AD ℹ System documentation: Jira.

TE Jenkins	On-premises	CI (Continuous Integration) system. Used for automation tasks like test execution, source code compilation & quality checks, etc.	mmuster mann	TE	https://jenkins2.technica-engineering.net/ https://jenkins3.technica-engineering.net/ https://jenkins4.technica-engineering.net/ https://jenkins5.technica-engineering.net/ https://jenkins6.technica-engineering.net/	TE (Windows) login data By default, no access is given to this system. If needed, email to IT must be sent, requesting access ℹ System documentation: Jenkins.
TE SonarQube	On-premises	System for continuous inspection of code quality. It performs automatic reviews with static analysis of code to detect bugs, code smells, and security vulnerabilities on 20+ programming languages.	mmuster mann	TE	https://sonar.technica-engineering.net	TE (Windows) login data
TE Gitlab	On-premises	Web-based DevOps lifecycle tool that provides a Git repository manage. Git is the official VCS at Technica	mmuster mann	TE	https://git.technica-engineering.net	TE (Windows) login data GitLab Community edition in use. ⚠ Please log in once asap in order to activate your account. Until then, no access rights can be granted to your user.
TE Nexus	On-premises	Repository Management for binaries and build artifacts	mmuster mann	TE	https://nexus.technica-engineering.net	TE (Windows) login data
TE SVN	On-premises	Version Control System. Currently used only in old projects. All new projects are hosted in Git repositories	mmuster mann	TE	*N/A*	TE (Windows) login data

Training program

At the beginning of the probation period, a personalized training plan will be designed by the supervisor, based on the following template:

- ISO_Einarbeitungsplan_DEU_24.02.2025_V1.7.docx

The goal of this plan is to serve as guidance through the training process of any new member. This will be handled by your group leader, as disciplinary responsible. You'll only have to follow their instructions/advice and provide feedback regularly.

Once the training phase - usually 6 months - is over, checklist will be reviewed in order to identify if the employee member has received the required training, and to define measurements if that's not the case. This checklist will be handed in to HR then, for tracking purposes.

Support documents

Documentation to support the training plan can be found in:

- TE Academy
    - Project started in mid 2022 to get a centralized training system for the employees, starting from the newcomers and following with any employee, with the goal of developing their skills and fill in possible knowledge gaps, as well as promoting the know-how transfer among employees.
    - Here you can find, among other things, the presentations used during the onboarding session:
        - Company Onboarding
- TE Knowledgebase
    - Project started also in 2022, in parallel to the TE Academy, with the goal of centralizing any piece of information that is virtually for all employees, or most of them, in order to promote the collaboration and minimize the duplicate documentation work.

In case you are new to the automotive industry, the following links can help you to gain an overview of some of the most basic concepts:

- AUTOSAR: https://automotivetechis.wordpress.com/autosar-concepts/
- ISO-26262 Functional safety: https://automotivetechis.wordpress.com/iso-26262/

Wikipedia is also a good starting point for people with a technical profile. Typical concepts you will hear about at Technica Engineering are:

- ECU: https://en.wikipedia.org/wiki/Electronic_control_unit
- FIBEX: https://en.wikipedia.org/wiki/Fibex
- AUTOSAR: https://en.wikipedia.org/wiki/AUTOSAR
- Basic Software: https://automotive.wiki/index.php/Basic_Software_Module
- ISO-26262 Functional safety: https://en.wikipedia.org/wiki/ISO_26262
    - ASIL: https://en.wikipedia.org/wiki/Automotive_Safety_Integrity_Level
- Vehicle bus: https://en.wikipedia.org/wiki/Vehicle_bus
    - Ethernet: https://en.wikipedia.org/wiki/BroadR-Reach
    - CAN: https://en.wikipedia.org/wiki/CAN_bus
    - LIN: https://en.wikipedia.org/wiki/Local_Interconnect_Network
    - FlexRay: https://en.wikipedia.org/wiki/FlexRay
    - MOST: https://en.wikipedia.org/wiki/MOST_Bus
    - SPI: https://en.wikipedia.org/wiki/Serial_Peripheral_Interface_Bus
- Diagnostics: https://en.wikipedia.org/wiki/Unified_Diagnostic_Services

Certifications

The access to certifications is described in the article How-To: Request external courses or certifications.

Language courses

Please check the article How-To: Access to language courses to get more details about the options we currently offer for those who don't speak (or want to improve their) English or German.

Employee benefits

Flexible hours, meal vouchers, summer picnics, days dedicated to wellness, online or company learning courses, family support, gym tickets: these can represent just a few examples of company benefits (or "perks") that many companies provide for their employees, and Technica Engineering is - luckily - one of them. The goal? To increase staff well-being and contribute to improving the work environment.

Part of these benefits are presented during the onboarding session on the first working day. Please check details about the employee benefits system we have built if you want to know more.

Other

If you are missing anything in this guide, please do not hesitate to send us your request/suggestion. If you have general questions, your supervisor /group leader or the HR department will be happy to help.