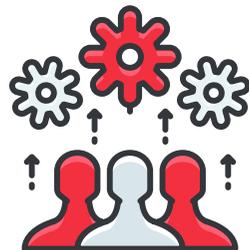
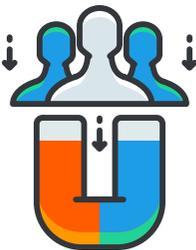




WELCOME TO NAME OF COMPANY

Everything You Need to Know



**Content
Conversion
Marketing**®
CONTENT DONE FOR YOU



Table of Contents

Welcome Letter	3	Settling In	23
Work Culture & Core Values	4	Your Probationary Period	25
Ice Breaker	10	End Note	26
Payroll	11		
Benefits	12		
Your First Day	13		
Office Logistics	16		
Attendance	21		

Welcome!

Company LOGO

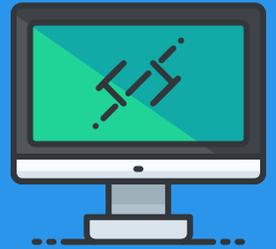
Dear [NAME],

Congratulations, and welcome to YOUR COMPANY! We are pleased you have chosen to work, grow and learn with us.

We know there is a lot of information to process when starting a new job. This welcome manual will provide an overview of the policies, procedures and tools that will assist you in settling into your new position.

Most of your questions can be answered by referring to this manual. If you have any questions, please contact YOUR NAME, CHIEF HAPPINESS OFFICER at you@yourcompany.com.

We are looking forward to seeing you on your first day, [DATE]!



Work Culture & Core Values

We are on a mission to help our customers visualize their ideas.

To help us get there, we place a lot of importance on our culture, and ensure everyone on our team embodies these values.

Our Core Values



We win together, we lose together



We create great customer experiences



We reflect, plan and act



We own our jobs



We keep learning and improving



Ice Breaker

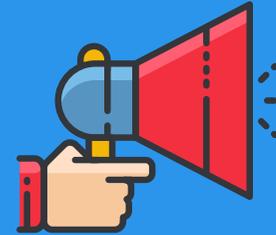
We would like to announce your start to our team!

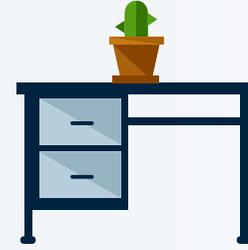
Please send a photo/headshot of yourself and 3 or so point-form fun facts about yourself to help break the ice to you@yourcompany.com before [DATE].

Check out some examples below to get you thinking about what to share:

- Where you born/where you grew up
- Favourite place you've travelled
- Somewhere you travelled recently or will travel to this year
- Share some of your favourite hobbies/what you do for fun
- Favourite restaurant/cafe/bakery in Toronto
- Words you live by/your favourite quote
- What kind of music you listen to
- Favourite food
- Your sign
- Any unique talent or skill

Anything else you find interesting about yourself!



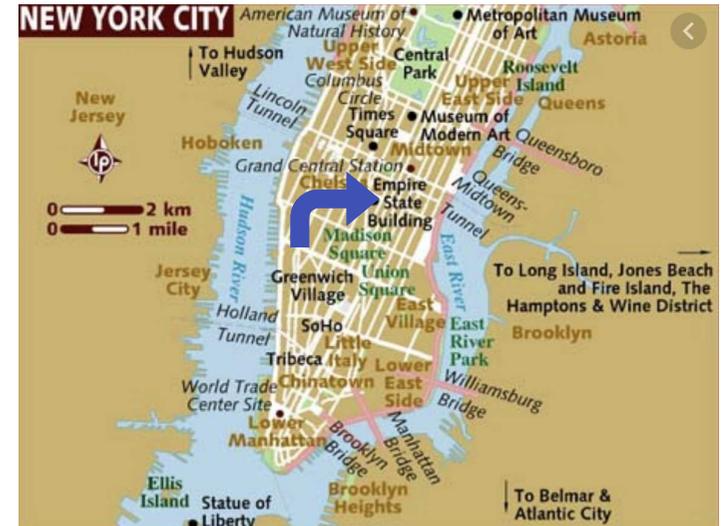


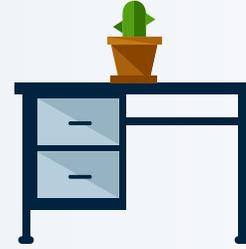
Your First Day



[TIME]AM

Please arrive at the office at [TIME] on your first day, [DATE]. YOU, CHIEF PEOPLE OFFICER will greet you upon arrival and show you to your new workspace.





Your First Day



11:00AM - 12:00PM

Our Weekly All-Hands Meeting will begin at 11:00AM. Be prepared to give a brief (approx. thirty-seconds) speech to introduce yourself to your new team during this meeting! This meeting runs for approximately one hour (until 12:00PM).



12:00PM - 12:30PM

Your manager, [NAME, TITLE] will then meet with you to go over an introduction to your new role and your Onboarding Checklist.

Office Logistics

The Space



We have an open-concept, dog friendly office. Our multiple meeting rooms can be used for meetings and calls. Please ensure you schedule a room through your Google Calendar before you occupy the space.

Your Equipment



Should you require any equipment, notebooks or other supplies, please let EMPLOYEE NAME, Office Manager/Customer Support Rep know!

Organizational Charts



Keeping track of all the departments and members of a new company can be overwhelming. To help you understand the structure of our company, [please review our Organizational Charts here.](#)



Attendance

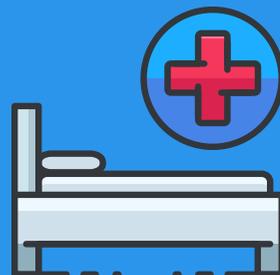
Vacation

Before planning a vacation, check in with your manager for approval. Once you get a thumbs up, you can record your time off in the [Away Calendar](#) to help keep the team in the loop on the dates of your absence.

Holidays

You will receive all statutory holidays off of work. As an Ontario worker, you will receive the following holidays:

- | | |
|---|---|
|  New Years Day |  Civic Holiday |
|  Family Day |  Labour Day |
|  Good Friday |  Thanksgiving |
|  Victoria Day |  Christmas Day |
|  Canada Day |  Boxing Day |



Settling In

Not knowing the answers to these and similar questions can be nerve-racking for some. To help you settle in with ease and deal with these disconcerting issues, we've paired you with one of your peers who is there to assist with in your cultural integration at Venngage.

[NAME] is here to help you navigate what's "normal" at Venngage, what's "right" and "wrong" here, and what's expected of you.

Here is some information on [NAME] and their role at Venngage:

Role: [INSERT]

Start Date: [INSERT]

Fun Fact: [INSERT]

Department: [INSERT]

Squad: [INSERT]

[NAME] will stop by your desk on your first day to introduce themselves!





Your Probationary Period

The probationary period evaluates how comfortable you feel in your new role and whether you are comfortable with meeting your team's goals and expectations. The period also gives your manager the opportunity to provide you with the support and resources you need to develop key competencies in order to best contribute to achieving your team's objectives. That being said, your manager will aim to expose you to all aspects of your role within the probationary period.

To effectively manage the probationary period, you will receive both a Mid-Probation Evaluation on or before and a Final Probationary Period Evaluation conducted in your one-on-one meeting by your manager. You can prepare for these evaluations by listing the subjects you wish to discuss any questions or concerns you may have.



Your Probationary Period

Important Dates



Mid-Point Evaluation: January 15th



Final Evaluation: [Insert]



End of Probationary Period: [Insert]

Company LOGO

If you have any questions or require any additional information, we will be happy to answer. Please don't hesitate to contact YOU, CHIEF PEOPLE OFFICER by email at you@yourcompany.com.

Once again, congratulations, we are excited to have you join us! We look forward to meeting you on your first day.

Best,

YOUR COMPANY NAME, THE WORK HAPPINESS TEAM

Hi!



Привет!



今日は!



Hola!



Hej!



Sample work.

Best,

THE WORK HAPPINESS TEAM

Content Conversion Marketing[®]

CONTENT DONE FOR YOU

Hi!



Привет!



今日は!



Hola!



Hej!

