Shark|NINJA

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Welcome Note

To whom it may concern:

Welcome to SharkNinja! This guide booklet was written by your fellow previous coops in hopes of making your transition into the work place a bit easier. I've included some information about your first day and everything you need to know to get started. Hopefully this will shorten the transition period. If you have any other questions or concerns, reach out to your supervisor or someone in and they should be able to help you.

Before I start, I just want to say that this company moves very fast. Policy is always changing, and some of this advice may be out of date, so take everything with a grain of salt. The date last updated is located on the bottom of each page. Use this as a reference.

I don't know if you are from Northeastern, if you've had a co-op before, or if you've had a job before. Depending on your background, some of what I've included might seem unnecessary to you. The point of this is so that whoever takes my position has a solid base moving forward. If you don't need all this information, great, but it is here if you do. If any of this is out of date please edit it for both yourself and future co-ops to reference. Feel free to add any information you think I missed. Also, if you have the time, please leave a note for the co-op who will be replacing you next cycle before you end your internship.

Disclaimer: This is what I have learned or observed, not official company policy. If anything said in this document directly contradicts something someone else has told you, disregard it.

First things first: It's your first day

So, you've sat down and somebody handed you this lovely guide written by your previous coops. Congratulations on getting this far! In this section, I will cover some basic first day things and give you some information that will hopefully answer some of your questions and help you get oriented.

Settling in

The team probably won't have a ton of stuff for you to do right off the bat. Usually, this is just due to the current position in product development cycle. They might get you started right away, in which case great. But if they don't, take this time to set up your computer, your desk, and read through the different sections of this document. You will get work eventually, do not worry.

Now is your chance to make this computer yours; change your computer password, mess with the extended screen settings, set up a new background if you want. You should also sign in to your outlook email if it is not already set up on your computer. Ask your supervisor for anything you may need (two monitors, a new mouse, etc.). There will be a section later about setting up your Outlook email in case you haven't had one before. In that section will be instructions on how to set up your email signature, which you should do in your first few days.

This desk will be yours for the next 6 months so you might as well make sure it has what you need. Straight ahead, to the right of the pantry, is a copy room (room 1-602). Go there and grab a note pad, some pens, a sharpie, whatever you feel like you need to have in your desk.

Also note that there are many first aid kits located around the building. Most, if not all, labs are fitted with small first aid kits. The copy rooms have large first aid kits in them, and have things ranging from band-aids to burn cream to Tylenol.

Employee ID and hours

You will get your employee ID / access badge by the end of the day. This will give you access to the main building only for now, no other rooms yet. I'll touch back on this in a bit.

Most people get to work between 8 and 9. The team may give you some grief if you regularly show up after 9, but if you work 8 hours, you are okay. Talk to your manager if you need to work overtime, otherwise clock out at 5. Most supervisors won't have any issues letting you work overtime, but just check within the first few weeks to confirm that it is okay. The rest of the team is salaried so they will stay later than you most days. You should have gotten a paper in your welcome packet about how to log your hours. Typically, it will take 24-48 hours before HR will get you in the system. Make sure to write your in and out times for the first few days down somewhere. You should check in 3 days to if you are registered yet. If not give it another day or two before emailing HR.

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