



Onboarding Document for New Team Members

Welcome to Tezsid Designs Pvt Ltd!

Introduction

Welcome to Tezsid Designs! We are thrilled to have you on board as part of our dynamic team. This document will guide you through our onboarding process and provide you with essential information to help you integrate smoothly into our company.

Company Overview

Mission: To cater end-to-end solutions for startups.

Vision: To make local brands look international.

Services We Offer

- Graphic Design: Creating visual content to communicate messages.
- Product Design: Designing new products or improving existing ones to meet user needs and business goals.
- Website Development: Building and maintaining websites to ensure they are functional, user-friendly, and visually appealing.
- Social Media Handling: Managing social media accounts to enhance online presence and engage with the audience.
- 3D Elevations: Creating three-dimensional representations of buildings or structures.
- Photoshoots: Professional photography services for various purposes.

Work Hours and Attendance

- Work Hours: 11am to 7pm, Monday to Saturday.
- Attendance: Regular attendance is mandatory. Inform your team leader in advance if you need to take time off.

Reporting Structure

- Team Leaders: You will report directly to your team leader, who will provide guidance and support.
- Meetings: Regular meetings will be scheduled to discuss progress, challenges, and feedback. Be prepared to participate actively and share updates. The meeting will be held project-wise on the online platform.

Tools and Resources

- CRM System: All tasks and projects will be managed through our CRM system. You will receive training on how to use this tool effectively to track and manage your work.
- Design Assets: The company will provide all necessary design assets and resources, including software licenses, templates, and stock images.



Task Management

- Task Assignment: Tasks will be assigned through the CRM system. Check the system regularly for new tasks and updates.
- Execution: Follow the given directions and timelines for each task. Use the benchmarking process and provided reference sources as per the Standard Operating Procedure (SOP).
- Quality: Ensure high-quality work by adhering to design standards and incorporating feedback.

Communication Protocols

- Internal Communication: Use designated communication channels such as email and internal messaging systems for official communication. Maintain a polite and professional tone in all interactions.
- Client Communication: When interacting with clients, follow the guidelines provided by your team leader to maintain consistency and professionalism. Never share contact details under any circumstances.

Performance Evaluation

- Monitoring: Your performance will be monitored based on how independently and successfully you execute tasks. Key performance indicators (KPIs) will be used to evaluate your work.
- Feedback: Regular feedback sessions will be held to help you improve and grow in your role. Be open to constructive criticism and use it to enhance your skills.

Policies and Procedures

- Code of Conduct: Maintain professional behavior and adhere to the company's core values. Show respect to colleagues, clients, and stakeholders.
- Confidentiality and Security: Follow all guidelines related to data security and client confidentiality. Protect sensitive information and report any breaches immediately.

Professional Development

- Training Programs: Participate in available training programs, workshops, and seminars to enhance your skills and knowledge.
- Growth Opportunities: Take advantage of growth opportunities within the company. Discuss your career aspirations with your team leader and explore potential pathways for advancement.

Health and Safety

- Safety Protocols: Follow all workplace health and safety protocols, including emergency procedures and first aid measures.



- Wellness Programs: Utilize any available wellness resources or support programs to maintain your well-being.

Administrative Details

- Paperwork: Complete all necessary paperwork, including signing the agreement provided on the website and submitting KYC documents via email. Ensure all documents are accurate and up-to-date.
- Compensation and Benefits: Details regarding your salary, benefits, and any additional perks will be provided during your orientation. Understand the structure and ask questions if anything is unclear.

Integration Activities

- Buddy System: You will be assigned a mentor or buddy to help you acclimate to the company culture and answer any questions you may have.
- Team Building: Participate in team-building activities and social events to get to know your colleagues and build strong working relationships.

Conclusion

We are excited to see you contribute to Tezsid Designs and grow with us. If you have any questions or need further assistance, please do not hesitate to reach out to your team leader or HR.

Welcome aboard!

Acknowledgement

I, [New Employee's Name], have read and understood the onboarding document for Tezsid Designs Pvt Ltd. I agree to adhere to the company's policies and procedures as outlined.

Signature: _____

Date: _____

For any further queries, please contact the HR department or your team leader.