

Developer Onboarding

1. Introduction

- **Welcome Message**
 - Warm greeting from the team and leadership.
 - Brief overview of the company's mission and values.
- **Purpose of the Runbook**
 - Explain the goals of the onboarding process.
 - Outline what the developer can expect to learn.

2. Company Overview

- **Company History & Mission**
 - A short history of the company.
 - Mission, vision, and core values.
- **Organizational Structure**
 - Overview of departments and key teams.
 - Organizational chart and leadership bios.

3. Team and Role Integration

- **Team Introduction**
 - Overview of the development team.
 - Introductions to key contacts and mentors.
- **Role Responsibilities**
 - Detailed description of the role.
 - Expectations and key performance indicators.
- **Communication Channels**
 - List of internal communication tools (e.g., Slack, email, project management tools).
 - Best practices for team communication.

4. Technical Environment Setup

- **Hardware and Software Requirements**
 - Necessary equipment (laptop, monitors, etc.).

- Software installations (IDEs, version control systems, etc.).
- **Access Credentials**
 - Steps to obtain access to systems (VPN, internal networks, etc.).
 - How to request necessary permissions.
- **Development Tools and Environment**
 - Overview of the tech stack and development environment.
 - Installation guides and configuration settings.
 - Accessing repositories and codebases (Git, Bitbucket, GitHub, etc.).

5. Project and Codebase Overview

- **Current Projects Overview**
 - Summary of ongoing projects and priorities.
 - How the developer's work fits into the larger picture.
- **Codebase Walkthrough**
 - Architecture overview and key components.
 - Coding standards and guidelines.
 - Repository structure and navigation tips.

6. Development Processes

- **Agile/Scrum Methodology**
 - Explanation of the development process (sprints, stand-ups, retrospectives).
 - Tools used for task tracking (e.g., Jira, Trello).
- **Code Reviews and Quality Assurance**
 - Best practices for submitting and reviewing code.
 - Testing protocols (unit tests, integration tests, etc.).
- **Deployment and CI/CD Pipelines**
 - Overview of the deployment process.
 - Tools used for continuous integration and deployment.

7. Learning Resources and Documentation

- **Internal Documentation**
 - Location and structure of internal wikis or knowledge bases.
 - How to contribute to or update documentation.
- **Training Materials**
 - Recommended courses, tutorials, or workshops.
 - Links to video tutorials or recorded onboarding sessions.
- **External Resources**

- Industry blogs, forums, and communities relevant to the tech stack.

8. Security and Compliance

- **Security Best Practices**
 - Overview of security policies and protocols.
 - Guidelines for secure coding practices.
- **Compliance and Data Privacy**
 - Information on regulatory requirements.
 - Steps to ensure compliance within the development environment.

9. Support and Feedback

- **Mentorship and Buddy System**
 - Details on assigned mentors or buddies.
 - How to schedule one-on-one sessions.
- **Escalation Paths**
 - Contact information for IT support, HR, and other key departments.
 - Steps to report issues or ask for help.
- **Feedback Mechanisms**
 - How and when to provide feedback on the onboarding process.
 - Channels for ongoing improvement suggestions.

10. Checklist and Timeline

- **Onboarding Checklist**
 - Step-by-step list of tasks to be completed during the first week, month, and quarter.
- **Timeline and Milestones**
 - Expected milestones and progress reviews.
 - Regular check-in schedules with supervisors.

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