B2B Newjoiners checklist

1 Contracts

- [ ] Inform HR buddy/HR department about way of signing contract (Kraków office / via post / online)
- [ ] Please inform us if you are planning absence in nearest future
- [ ] Familiarize with Luminis. Pdf file is already on your email
- [ ] Fill form with your personal data for contract

2 Equipment

- [ ] Choose equipment

3 Perks

- [ ] Purchase perks (Saltus, Multikafeteria etc.)
- [ ] Familiarize with other perks provided by Virtuslab

4 First day

- [ ] Join our Welcome Session - event details you should already have in your mailbox.
- [ ] Change your laptop password. You will find more information in Security
- [ ] Set up a two-step login verification to your email
- [ ] Log in to Slack and fill your personal data
- [ ] Take part in ISO and Technical Security Training and fill online declaration after training
- [ ] Set a footer in mailbox

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