UZ Newjoiners checklist

1 Contracts

- [ ] Inform HR buddy or newcomers@virtuslab.com about way of signing contract (Cracow office, online or via post)
- [ ] Please inform us if you are planning absence in nearest future
- [ ] Fill form with your personal data for contract
- [ ] In case you are a student, send student ID scan to HR department
- [ ] Print, fill, sign and send the scan/photo of “Oświadczenie Zleceniobiorcy” to newcomers@virtuslab.com or your HR buddy

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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