



**Shine**Infosoft  
Technology Meets Solutions

# INDUCTION PROCESS

A -501, SiddhiVinayak Towers, Nr. D.A.V. School, Off, SG Highway,  
Makarba, Ahmedabad, Gujarat 380051

[www.shineinfosoft.in](http://www.shineinfosoft.in) | [info@shineinfosoft.in](mailto:info@shineinfosoft.in) | M: +91-9662474488

# Agenda

- Introduction
- Company Overview
- Company Policies
- Training
- Technical Support
- Appraisal
- Additional Activities
- Employee Life Cycle

# Introduction

- Welcome to new employee
- Get and done with all the necessary documents
- Introduction with management, team and colleagues
- Tour of workplace
- Health and safety
- Understand their roles and responsibilities
- Identify any training needed
- Understanding of overall induction program



# Company Overview



## Our Vision:

“To keep abreast in the latest technological platforms and consistently serve our global clients for web & mobile app development related services. For all possible latest technologies & platforms, we would be ready to provide excellent resources on hire basis. Work with innovation, help with business process re-engineering, implement with excellence and complete with satisfaction”

## Our Mission

“To have an excellent and enthusiast teams in the latest technologies and platforms with 24/7 availability and ready to work remotely on hire basis. To be a first choice and destination to get top skilled resources on hire basis for our proposed clients”

# Company Overview

- Shine Infosoft is an Ahmedabad (Gujarat, INDIA) based company providing ICT solutions with 6 years of experience.
- We have excellent team of 100+ IT professionals with domain expertise in different technologies and platforms. We have expertise in **Microsoft .NET, Node.js, React Js, React Native, Angular, Xamarin, Android, and iOS.**
- 10+ team size available in each technology/ platform and ready to work dedicatedly from remote location
- Serving more than 200 happy clients and delivered 300+ projects on or before time.
- We have our offices at US, UK, UAE and development centers in INDIA
- <https://www.shineinfosoft.in>

# Company Policies

- Brief understanding about overall company policy
  - HR Policy
  - Leave Policy
  - Travel Policy
  - No Harassment Policy
  - Sexual Harassment Policy
  - Transfer Policy
  - Internet/Email/Phone Usage Policy



# Training

- Identify training needs
- Provide training in the area required
- Work and project training
- Training for client communication
- Latest technology and framework training
- Specific orientation program
- Alternate Saturday training program
- Team discussion



# Technical Support

- When new employee starts work:
  - Technical support from colleague
  - Technical support from team lead
  - Technical support from CTO
  - Issue resolving and bug fixing
  - Support when stuck
  - Help to understand task
  - Overview of latest framework



# Appraisal

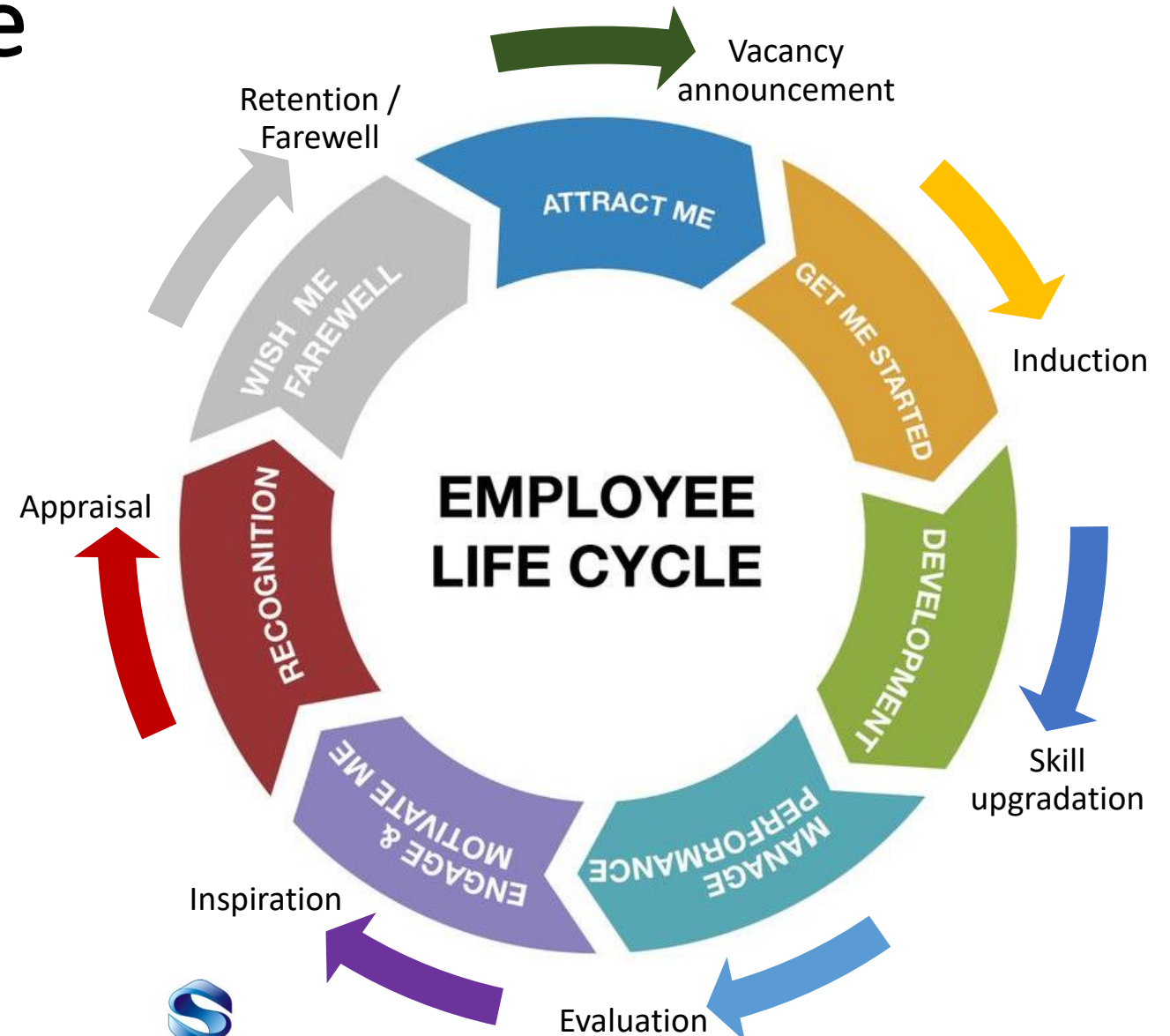
- Employee grows with the company
- Company has fantastic flexible appraisal policy which includes:
  - Performance monitoring
  - Behaviour and approach
  - Communication skills
  - Coding standards
  - Customer satisfaction
- Surprise appraisal
- Fixed appraisal
- Bonus
- Transparent perks and promotion policy

# Additional Activities

- Degree/ Certification support
- Weekly sports activities support (Cricket, Carom, Music, Dance etc.)
- Disciple and friendly environment in campus
- Weekly learning hours for each employee
- Weekly Team Leads meeting with subordinate and discuss issues/ solutions and case studies
- Weekly knowledge sharing opportunity
- Training for client communication

# Employee Life Cycle

- Induction, Performance, Promotion, Perks, Performance, Promotion, Perks
- Keep-on running cycle or look at recycle (bin) to get yourself ready to perform best for whom who need expert services from some one





## Shine Infosoft

Phone: + +91-9662474488

E-mail: [info@shineinfosoft.in](mailto:info@shineinfosoft.in)

Website: [www.shineinfosoft.in](http://www.shineinfosoft.in)

### Corporate Office:

A -501, SiddhiVinayak Towers, Nr. D.A.V. School, Off, SG Highway,  
Makarba, Ahmedabad, Gujarat 380051

# Thank you