

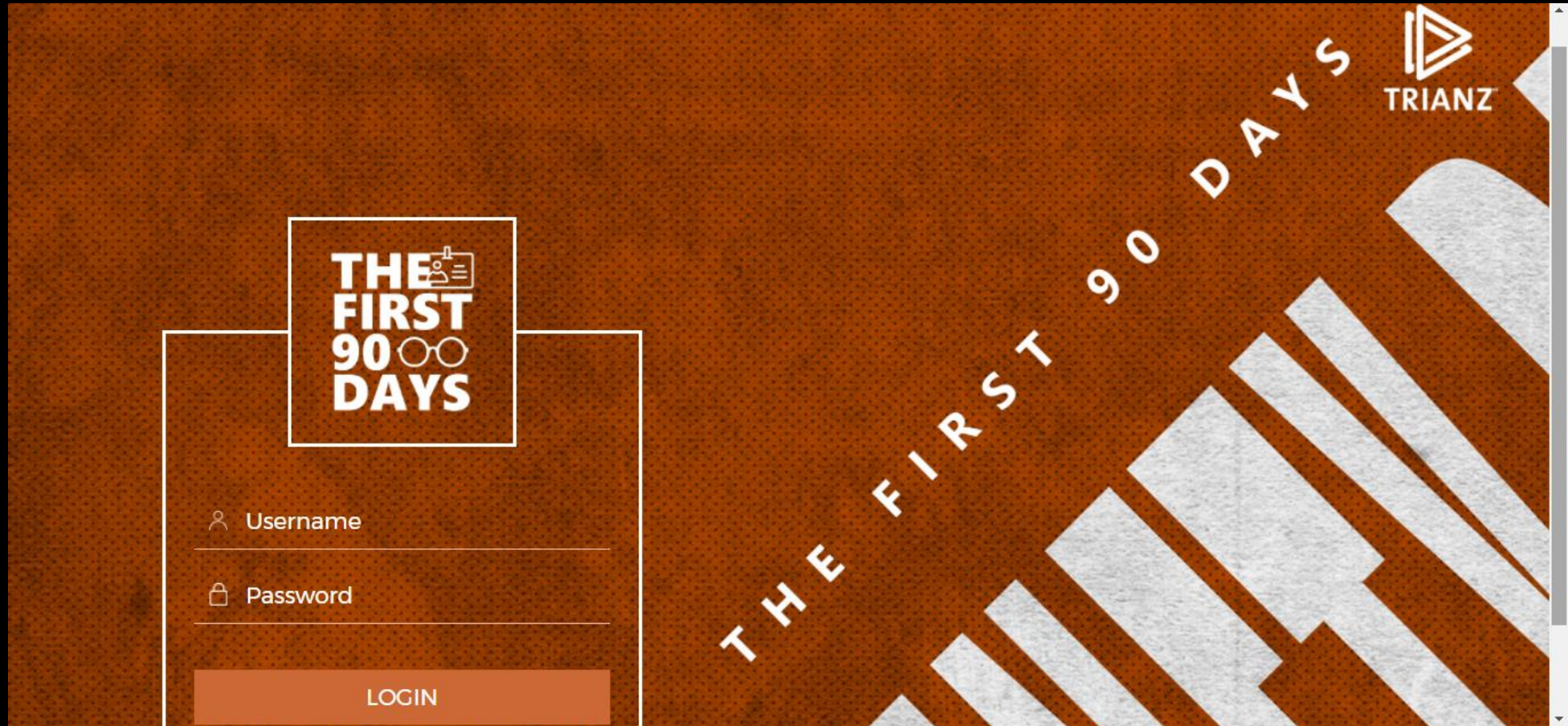


# THE FIRST 90 DAYS

USER MANUAL FOR ASSOCIATES

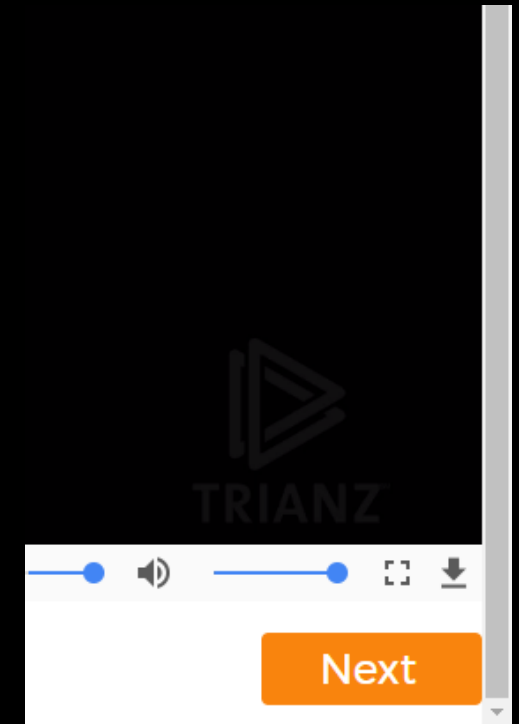
# Associate Login Page

LOGIN WITH YOUR SYSTEM CREDENTIALS



# Video Page

## THE FIRST 90 DAYS VIDEO



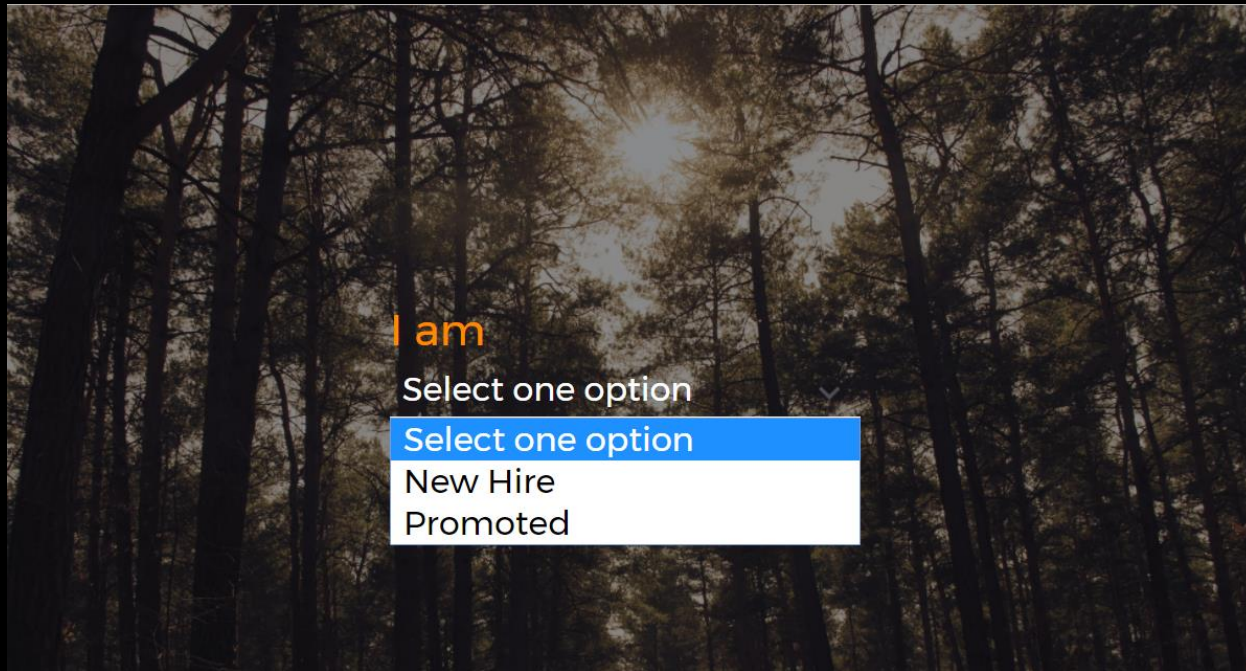
- The Video will start automatically on the first login. Watch the video carefully to understand “The First 90 Days” plan.
- You can also download the video.

After watching the video, click on Next button to proceed



# Welcome Page

## NEW HIRE/PROMOTED - CHOOSE YOUR PATH

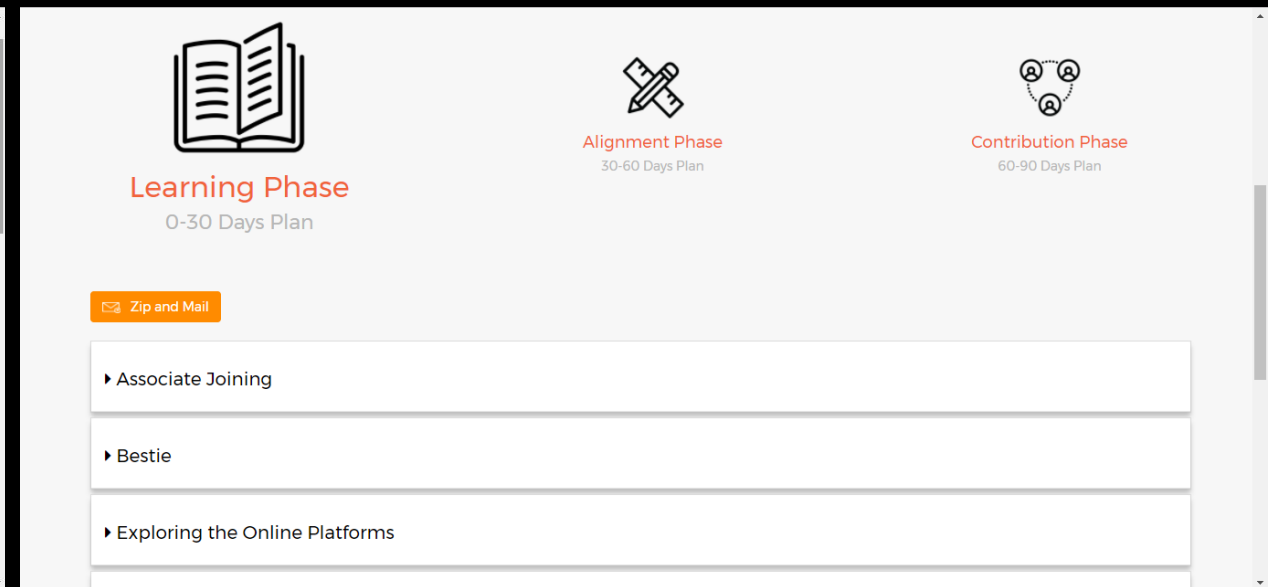
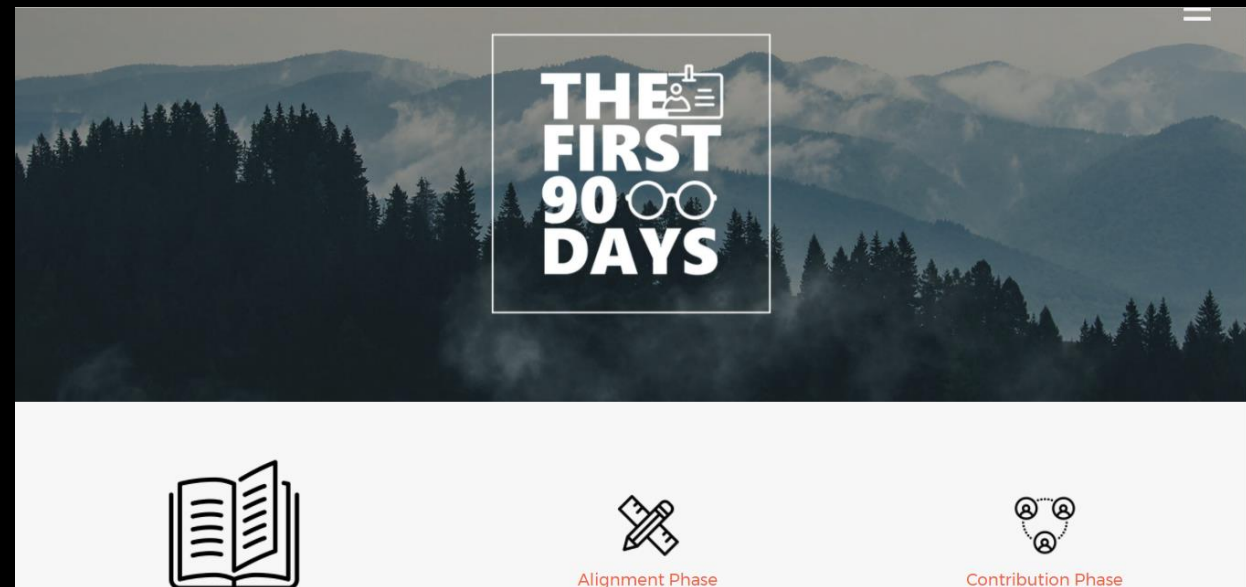


- Select New Hire if you are hired recently in Trianz.
- Select promoted if you are already part of Trianz, but entering into a new role.

- Welcome message will show up on screen.
- Read it carefully to understand the program.

# Associate Activity Page

ON THE HOMEPAGE, ASSOCIATE WILL BE ABLE TO SEE THE ACTIVITIES



- You can see the 3 phases in the Activity tab.
- At the start of the plan, Learning phase(i.e. the first phase) will be enabled for you.

- You can click on any activity to expand it and collapse it.
- There is an option given - Zip and Mail, to send all these activities on your mail in form of a pdf file.
- You can keep this pdf in hard/soft format for your reference.

# Associate Activity Page

## ACTIVITY, SUB-ACTIVITY AND TASK

The screenshot shows a web interface for an Associate Activity Page. At the top left, there is a button labeled "Zip and Mail" with an envelope icon. Below this, the main content area is titled "Associate Joining" with a downward arrow. Underneath, there are three sub-activities, each with a rightward arrow and a toggle switch on the right:

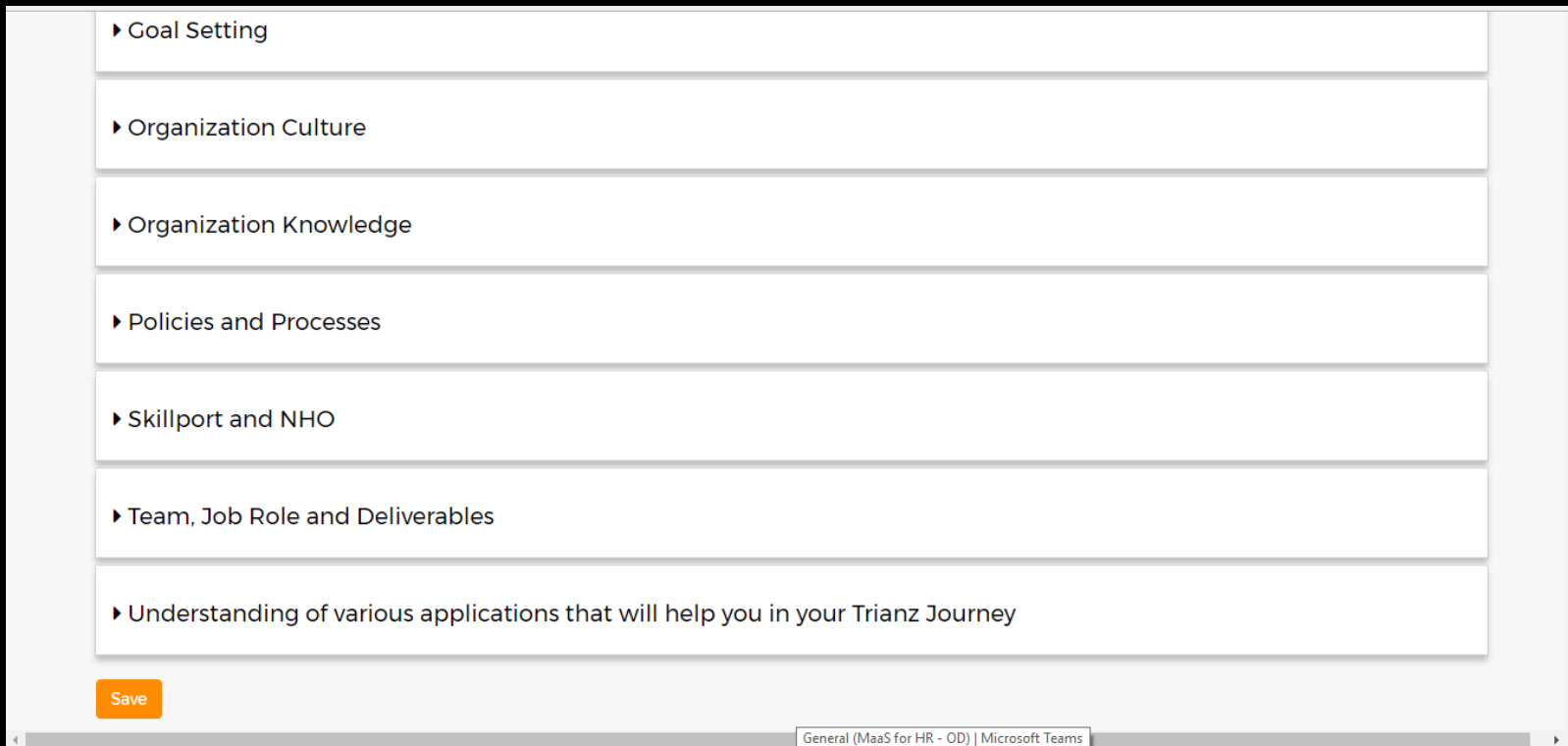
- Documents submission** (toggle is turned on):
  - Submit all the required documents to HR-Ops team.
  - Contact respective SPOC from HROps team for any specific issues or clarifications.
- Salary Account opening** (toggle is turned off)
- Workstation allocation** (toggle is turned off)

At the bottom of the visible list, there is a partially visible item labeled "Bestie" with a rightward arrow.

- When you click on any Activity, it will be expanded at the Sub-activity level. On clicking the sub-activity, you can see the task that you have to complete.
- Complete all the task and just move the slider to completed once done.

# Associate Activity Page

ASSOCIATE CAN SAVE ITS PROGRESS AT ANY TIME



The screenshot displays a list of activity categories in a scrollable container. Each category is preceded by a right-pointing triangle icon. At the bottom left of the container is an orange 'Save' button. The categories listed are:

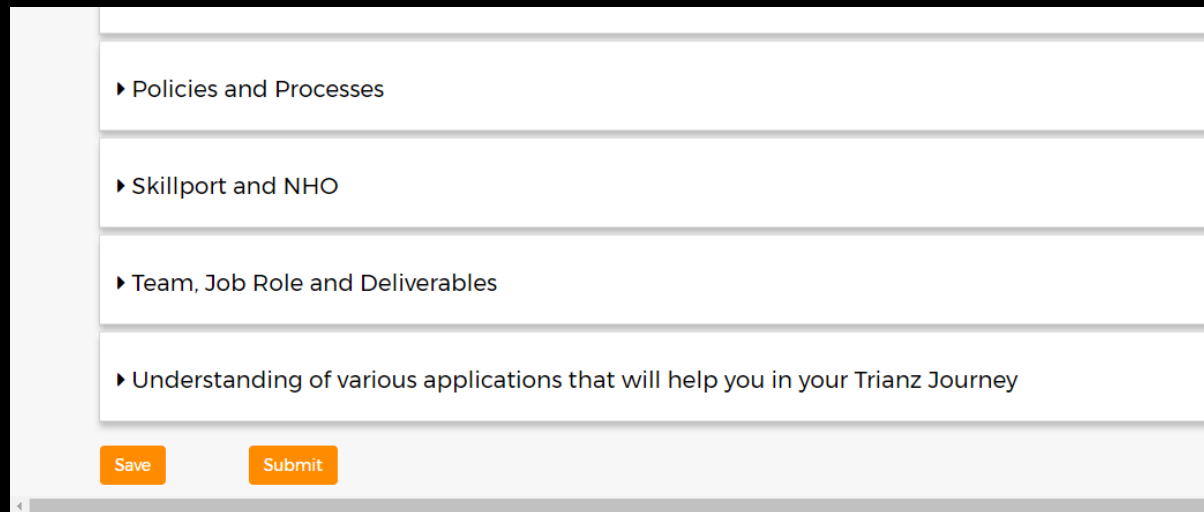
- ▶ Goal Setting
- ▶ Organization Culture
- ▶ Organization Knowledge
- ▶ Policies and Processes
- ▶ Skillport and NHO
- ▶ Team, Job Role and Deliverables
- ▶ Understanding of various applications that will help you in your Trianz Journey

At the bottom of the screenshot, a status bar shows the text: "General (MaaS for HR - OD) | Microsoft Teams".

- You can save the completed Activities at any point of time during the current phase.
- You can come back any time and complete rest of the activities within that time frame of 30 days.

# Associate Activity Page

HIGHER THE ACTIVITY COMPLETION %, HIGHER THE CHANCES FOR EARNING A BADGE



▶ Policies and Processes

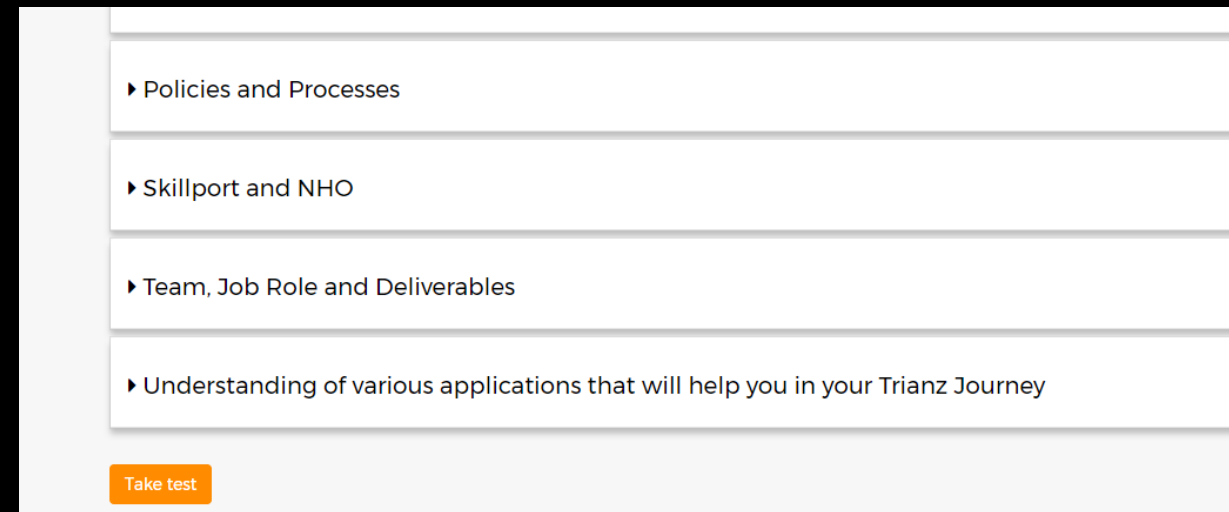
▶ Skillport and NHO

▶ Team, Job Role and Deliverables

▶ Understanding of various applications that will help you in your Trianz Journey

Save Submit

- After completing 30 days, you can submit the activities.



▶ Policies and Processes

▶ Skillport and NHO

▶ Team, Job Role and Deliverables

▶ Understanding of various applications that will help you in your Trianz Journey

Take test

- After submitting the activities, you can take the test for that particular phase. (Learning, Alignment or Contribution)
- Please note you have to complete at least 80% of the activities to be eligible to take the test.



# Assessment

ASSOCIATES WILL GET MAX 3 ATTEMPTS TO CLEAR THE ASSESSMENT

## Quiz Instructions

1. There will be a total of 10 questions.
2. All the questions will be Objective type questions.
3. There will be a total of 3 attempts provided to complete the test.
4. Total time given to complete the quiz will be 15 mins.
5. Associate can submit the responses if completed the quiz.
6. If time runs out, the responses will be auto-submitted.

Continue

- After clicking on Take test, you will be redirected to the Quiz instructions page. Read the instructions carefully and click on “Continue” to move further.
- You will get a total of 15 mins to complete the test.

ASSESSMENT

1) All the associates are required to open their salary account in which bank? Don't Refresh the Page ...Time Remaining 14:31

- ICICI
- SBI
- Citibank
- HDFC

2) I know about all the stakeholders I have to deal with.

- Assessment contains 10 objective questions, completing which results in earning the badge/no badge, depending on how well you performed.
- There will be a total of 3 attempts allowed to clear the assessment.
- Please note, you will only earn badge if you clear the assessment in the first attempt.

# Post Completion of Assessment

ON SUCCESSFUL COMPLETION OF ONE PHASE, ASSOCIATE WILL BE REDIRECTED TO THE NEXT PHASE

The screenshot displays the assessment interface with three phases:

- Learning Phase** (0-30 Days Plan): Represented by an icon of an open book.
- Alignment Phase** (30-60 Days Plan): Represented by an icon of a pencil and ruler, and is the current active phase.
- Contribution Phase** (60-90 Days Plan): Represented by an icon of three people in a triangle.

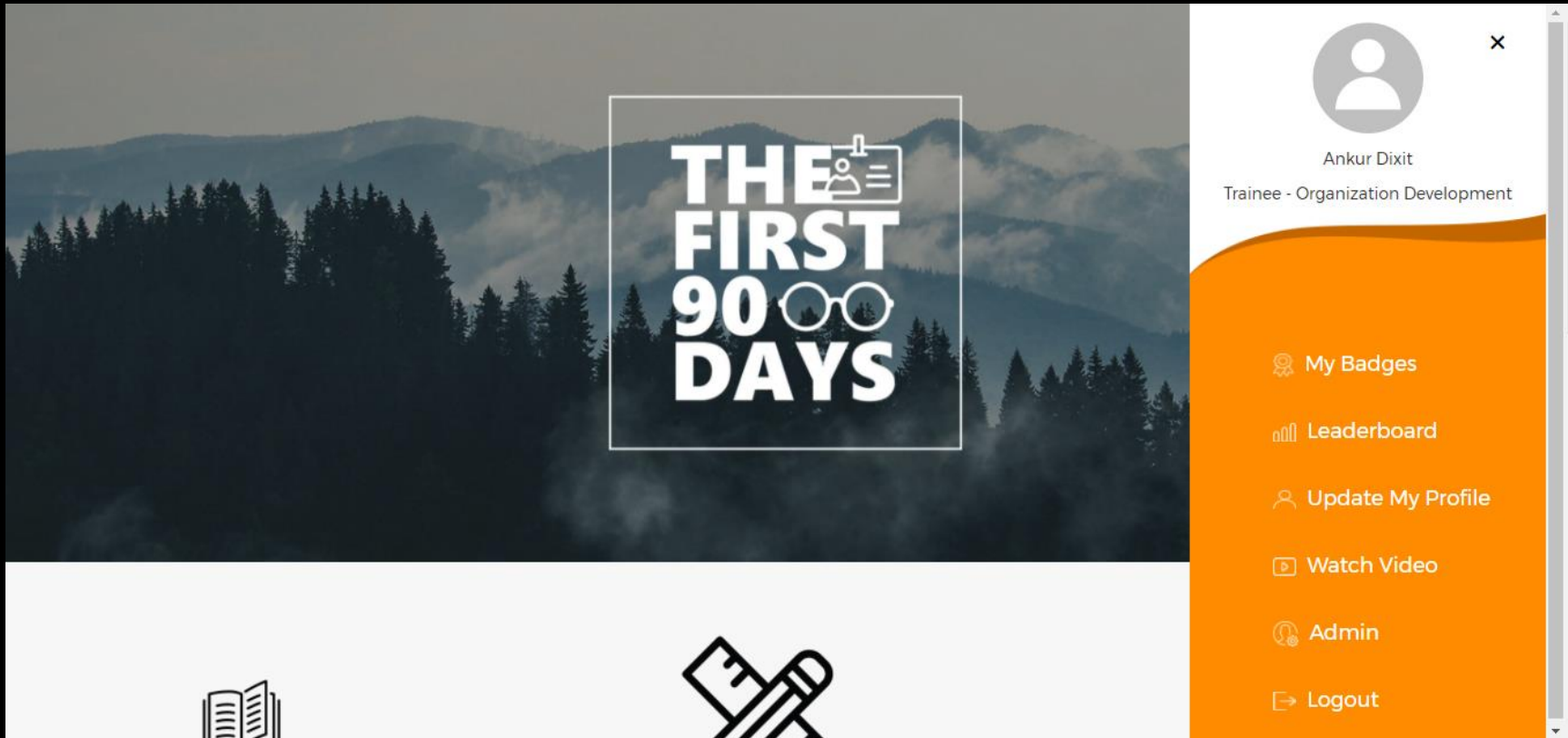
Below the phases, there is a 'Zip and Mail' button and a list of activities:

- ▶ Expanding Horizons
- ▶ Exploring and Demonstrating Capabilities
- ▶ Reporting Manager

- You will be redirected to the next phase once you complete one phase.
- All the other options like saving the progress and sending the activities on mail will be the same for this phase too.
- Make sure to complete the assessment on the same day you are completing 30 days in a particular phase.
- You will get a maximum of 7 more days to complete the assessment which will be deducted from the next phase.

# Profile View

ASSOCIATE AND MANAGER WILL HAVE FEW DIFFERENT OPTIONS UNDER THE PROFILE VIEW




- Click on the top right corner icon to open the profile view.
- You can check your earned badges, leaderboard, update profile, watch the intro video and logout option.


# My Badges

THERE ARE POINTS ASSOCIATED WITH EACH BADGE.


My Badges Earned points: 20



The Recruit



The Warrior



The Commander

Under My Badges, you can see the badges you unlocked by completing different phases and by Professional development & Corporate citizenship activities.

Professional Development

[Earn Professional development Badges](#)






You can earn additional badges under Professional development and Corporate Citizenship. Click on the option to earn, fill in the details and submit for manager review.

Corporate Citizenship

[Earn Corporate citizenship Badges](#)

# Leaderboard

SCORE AS MUCH AS POSSIBLE TO BE A PART OF LEADERBOARD

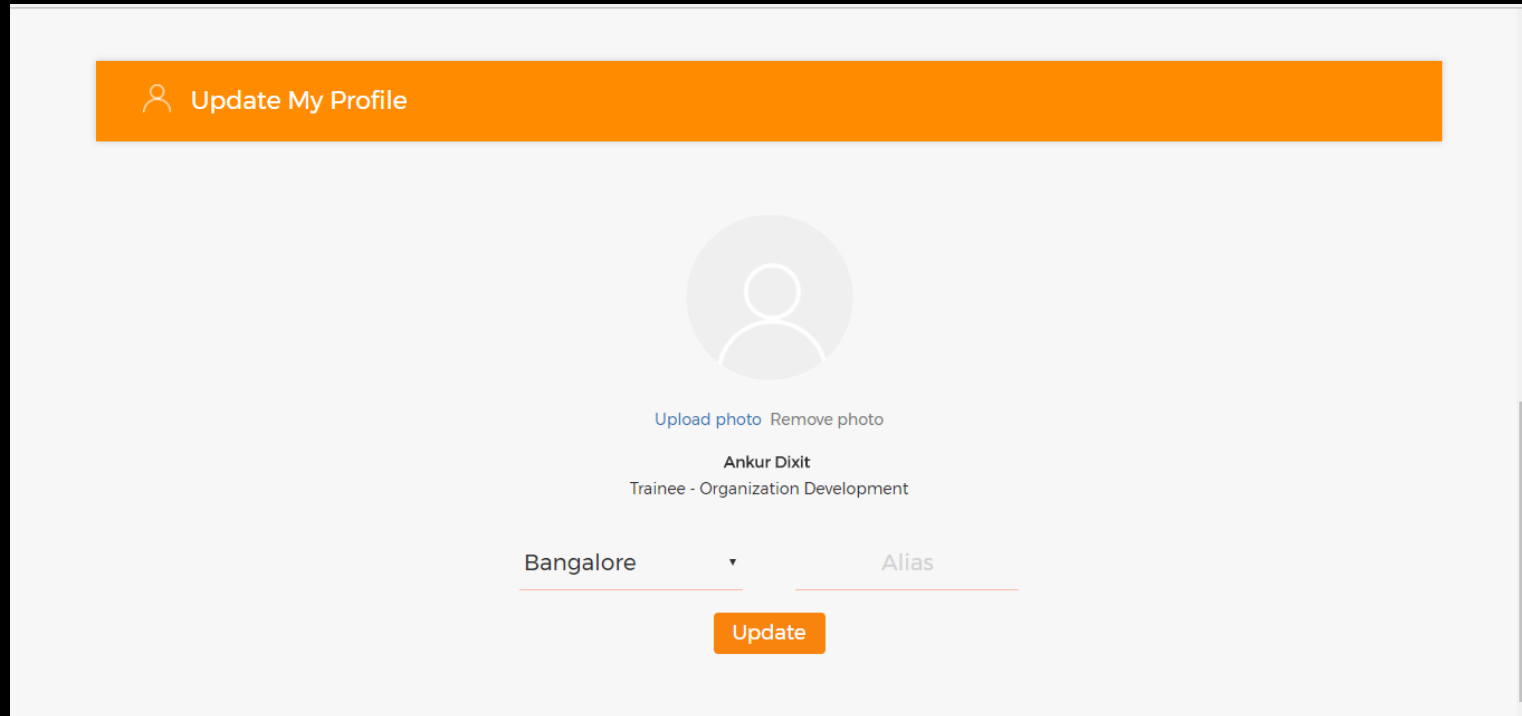
Leaderboard		
	<b>Sahana Nagaraja</b> Trainee Software Engineer Bangalore	95
	<b>Ankur Dixit</b> Trainee - Organization Development Bangalore	20
	<b>Preethi Singh S</b> Software Engineer - Testing Bangalore	0
	<b>Shaik Abdul Hakeem</b> Senior Project Manager Hyderabad	0
	<b>Dj</b> Software Engineer	0

- You can see the top 10 scorers in the leaderboard.
- Ranking will be based on the scores. Higher the score, higher the chance of appearing in the leaderboard.
- Leaderboard view will be visible to Associate and Manager both.



# Update Profile

IN THE LEADERBOARD ASSOCIATE ALIAS NAME WILL BE PUBLISHED



Update My Profile

Upload photo Remove photo

Ankur Dixit  
Trainee - Organization Development

Bangalore ▾ Alias

Update

- You can update your photo, location and add alias name for our profile.
- The same photo will be published in the leaderboard.
- Alias name will be published in the leaderboard which will be visible and published org wide, so be careful what you are putting there.

# Watch Video

DO YOU KNOW WHAT IS THE THEME OF THE VIDEO?

Associates can go to “Watch Video” anytime and watch “The First 90 Days” introduction video.



**THANK YOU**