# How to use this plan

This plan was designed to serve as a template for hiring managers to use when onboarding their new hires. Adjusting the plan to incorporate company- or team-specific information is encouraged. If you don’t currently have company-specific items such as business plans, organizational charts, or product videos, reach out to your Synergex account executive to see if a business consulting engagement would be a good fit for you! We recommend linking to documents or websites where appropriate to make the onboarding experience as seamless as possible. Having to search through company files to find what you’re looking for when you’re brand new or constantly bugging your hiring manager for access makes for a less-than-great onboarding experience.

This plan is not exhaustive. We recommend adding more training videos or in-person learning opportunities to augment the suggestions listed here. If you’d like to schedule a language essentials class or if you need help finding additional training materials, contact our education department at [classes@synergex.com](mailto:classes@synergex.com).

The first part of this plan is broken down into 30-day periods, for two reasons. First, each section is meant to build on the previous one. The new hire should be immersed in learning for the first 30 days. The next 30 days should be dedicated to collaborating with more experienced employees on various projects. The final 30-day period should mark a time when the new hire can start to complete projects on their own. The second reason is to encourage check-in meetings after each 30-day period. The hiring manager and new hire should meet every 30 days during the onboarding stage to discuss expectations and outcomes. These meetings are also a great time to start professional development discussions.

Technical training is not the only important part of onboarding. This plan suggests training on your company and culture as well as the tools a new hire will need to do their job. Connecting new hires to the mission and vision of your organization is a crucial step toward lowering employee attrition rates.

Please feel free to transfer the suggested template below to your own letterhead and use your own corporate style guide!

# Goals & Training – 90-day Plan

## First 30 days - Learn

|  |  |  |
| --- | --- | --- |
| Learning areas/ goals | Projects/ Tasks |  |
| 1. Understand business objectives | * Review company business/operational plan |  |
| 1. Learn about us: products, services, co-workers, and customers | * Attend an informational meeting about our company * Attend a team meeting and meet with team members one-on-one * Set up your e-mail signature * Review at least three monthly business reports * Familiarize yourself with our customer base * Watch product videos * Review organizational chart with employee names * Learn company mission, vision, and values * Review employee handbook |  |
| 1. Learn about our partners and vendors including Synergex | * Review at least two past issues of [Synergy-e-news](https://www.synergex.com/newsletters) * Get to know [Jodah](http://www.jodahveloper.com/) * Join the [Synergex Resource Center](https://www.synergex.com/welcomerc) Community and Tools * Subscribe to the Synergex [YouTube Channel](https://www.youtube.com/user/SynergexIntl) * Review the [“Who is Synergex”](https://www.synergex.com/education-resources/Who-Is-Synergex.pdf) PDF * Watch the Synergy developer [onboarding playlist](https://www.youtube.com/playlist?list=PLP_Ryl6KlCA39qwLKkHac-UuIosxVnR0F) * Check out the Synergex [GitHub](https://github.com/Synergex) repository |  |
| 1. Get to know your development environment | * Review company coding standards * If your environment is not already set up, work with xx to install necessary languages, tools, and extensions * Learn how to navigate your IDE or code editor ([Visual Studio](https://www.youtube.com/playlist?list=PLP_Ryl6KlCA1GwifaU55EaZ-utkg6yKwc)/[Workbench](https://www.youtube.com/playlist?list=PLP_Ryl6KlCA1HkqiTePOkSv9xVl4llEu4)/Notepad/etc.) |  |
| 1. Productivity tools | * Learn how to use VSTS/Trello/Jira/Slack/etc. |  |
| 1. Source control | * Learn how to use Git/SVN/TFS/PVCS/etc. |  |
| 1. Synergy DBL | * Learn about the [primary components of Synergy DBL](https://www.synergex.com/docs/#lrm/lrmChap1Systemcomponents.htm) * Learn about the [basic elements of Synergy DBL](https://www.synergex.com/docs/#lrm/lrmChap1Basiclanguageelements.htm) * Learn how to [assign data](https://synergex.com/docs/index.htm#lrm/lrmChap3Assignmentstatements.htm) * Learn basic [Synergy expressions](https://www.synergex.com/education-resources/Synergy-Basics.pdf) * Familiarize yourself with [terminal](https://www.synergex.com/education-resources/Synergy-Beginner-IO-Syntax.pdf) and [file I/O](https://synergex.com/docs/index.htm#lrm/lrmChap4Inputandoutputstatementqualifiers.htm) * Learn about [subroutines](https://synergex.com/docs/index.htm#lrm/7_SubsFuncs.htm) and review [system-supplied routines](https://synergex.com/docs/index.htm#lrm/9_System_Routines.htm) * Review other [compiler directives](https://synergex.com/docs/index.htm#lrm/5_Compiler_Dir.htm) in Synergy * Learn about [dynamic memory allocation](https://synergex.com/docs/index.htm#lrm/lrmChap2Lifetimeofdata.htm) and manipulation * Learn about [error handling](https://synergex.com/docs/index.htm#lrm/6_Error_Handling.htm) * Learn about [object and executable libraries](https://synergex.com/docs/index.htm#tools/toolsChap1Creatingandusinglibraries.htm) * Learn about using the [Synergy debugger](https://synergex.com/docs/index.htm#tools/2_Debugger.htm), [Visual Debugger](https://synergex.com/docs/index.htm#vs/gsChap10Debuggingtraditional.htm), and/or [remote debugger](https://synergex.com/docs/index.htm#tools/toolsChap2Understandingthesynergydebugger.htm) |  |
| 1. Synergy/DE tools | * Learn about [Synergy DBL Integration for Visual Studio](https://synergex.com/docs/index.htm#vs/Title_vs.htm) * Learn about [Workbench](https://www.youtube.com/playlist?list=PLP_Ryl6KlCA1HkqiTePOkSv9xVl4llEu4) * Learn about [*xf*Server](https://synergex.com/docs/index.htm#icg/3_xfServer.htm) * Learn about [*xf*ServerPlus](https://synergex.com/docs/index.htm#xfnl/part1_xfnl.htm) * Learn about [*xf*ODBC](https://synergex.com/docs/index.htm#odbc/Title_odbc.htm) * Learn about [SQL connection](https://synergex.com/docs/index.htm#sql/Title_sql.htm) * Learn about [Synergy DBMS and ISAM](https://synergex.com/docs/index.htm#tools/3_Syn_DBMS.htm) * Learn about [Repository](https://synergex.com/docs/index.htm#rps/Title_rps.htm) * Learn about [UI Toolkit](https://synergex.com/docs/index.htm#tk/Title_tk.htm) |  |

## First 60 days - Collaborate

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| --- | --- | --- | --- |
| Learning areas/ goals | Projects/ Tasks |  | |
| 1. Synergy/DE | * Create a small program:   + Be able to define a record   + Be able to write and call both internal and external subroutines   + Be able to open and close channels to the terminal   + Be able to open, create, and close an ISAM file   + Be able to create and reference both an OLB and ELB   + Be able to define a structure in Repository   + Be able to call a method to read/write to Synergy data through xfServer   + Be able to write simple error trapping   + Be able to create a main menu window with UI Toolkit   + Be able to save, build, and run your program   + Be able to navigate the appropriate debugger | |  | |
| 1. Get to know our development environment | * Become familiar with our bug tracking system * Review application source code with a mentor * Get to know our build process * Review third-party integrations with our Synergy application | |  | |
| 1. Get to know our industry | * Attend training about our specific vertical market | |  | |

## First 90 days - Do

|  |  |  |
| --- | --- | --- |
| Learning areas/ goals | Projects/ Tasks |  |
| 1. Synergy/DE | * Be able to work on a small project headed for production with minimal oversight * Submit a post in [Community](http://www.synergex.com/welcomeRC) * Reach out to developer support (support@synergex.com) |  |

## First 18 months - Immersion

|  |  |  |
| --- | --- | --- |
| Learning areas/ goals | Projects/ Tasks |  |
| 1. Synergy/DE | * Attend the [Synergy DevPartner conference](http://conference.synergex.com/) * Contribute to or be familiar with an [open-source project](https://github.com/Synergex) in the Synergy ecosystem * Be an active member of Synergy [Community](http://www.synergex.com/welcomeRC) | |