



## **Congrats! We're so happy to have you on the team!**

*Remote work is new to Seer, but we're doing on our best to ensure you have an awesome experience. We've put a few things in place to impact your experience...*

### **Onboarding Expectations**

#### **We wanna see your smile!**

Seriously, we want to get to know you and want you to get to know us. To help you begin to form solid relationships with the team and understand Seer, ***you'll be joining us in the office for your first week of training.***

#### **How do we decide which office?**

We'll have you travel to whichever office your Team Lead calls home. It's pretty critical that you two get some face time early on as they'll be integral in your development at Seer.

### **Travel Requirements**

*When traveling to the office, please keep a couple of things in mind:*

- 1. Expect to be in the office at least 4 full business days*
- 2. Coordinate your travel dates during a time when your manager is in the office*

#### **First Week**

You'll be traveling to the Philadelphia or San Diego office to kick-off your first week of Training in person. If you are unable to

- Submit [Travel Request Form](#) ASAP to coordinate your first week in the office (Flight and/or hotel stay).

#### **Month 2 & 3**

You should expect to work on-site in the Philadelphia or San Diego office **1 week/month during your 2nd & 3rd month at Seer.** Please coordinate these dates with your Team Lead.

- Submit the Travel Request Form above again once you've determined these dates with your TL

#### **How does my Travel get booked?**

Seer's Office Manager, Stephanie, will coordinate flights and lodging for your travel to the office based on the info you provide via the travel form. Bamboo will prompt you to complete this for your 1st week of training; from there, you'll be expected to submit that form independently.

#### **Expenses While Traveling**

Lodging, Transportation & Employee Meals are covered by Seer when you're traveling for work. Save your receipts + [reference this](#) for Expense Guidelines. Expenses should be submitted via Harvest.

## **Client travel**

We expect you to travel, as needed, to visit clients on-site. This policy is consistent across the board for all Seer team-members (<20% travel).

## **On-going Travel**

Budgets and cadence are still being finalized but in the longterm, you should expect bi-annual trips to the Philadelphia or San Diego office.

## **Buddies**

You'll be partnered with 3 team member buddies who will help you get acclimated during your first few months. They'll be checking in with you daily for your first few months and they'll be in touch with you within your first week:

**Leader Buddy:** This'll be your Team Lead; since you'll be spending lots of time together during your time at Seer, we want to make sure you're connected early on. They'll help you navigate the best ways to ensure success in your role and at Seer.

**Culture Buddy:** This will be someone who isn't necessarily a part of your division. They'll be available to help understand who Seer is & why we do things the way we do them. It'll be a bonus if we can match you with another remote team member.

**Role Buddy:** This person holds the same role as you within the company. They should be your go-to for specific technical questions.

## **Communication & Meetings**

It's important to us that you're feeling connected with your team and get the most out of your meetings - for this reason, we require that all meetings are done face-to-face, virtually.

- Download **Zoom Meetings (zoom.us)** and get comfortable using it!
- If you schedule a meeting on a team members calendar, make sure you book them a conference room within their office. If no room is available and the nature of your conversation isn't confidential, the team member can take the call at their desk.
- Our team uses Google Chat to communicate while at work. This is an easy way to stay connected with the team when you are remote! You can access Google chat [using the drop down menu on the right side of Gmail!](#)

Required Google Groups. We want you to feel in the loop and have access to the same info as the rest of the team, so we'll require that you subscribe to the following Google Groups to receive all emails:

- Movers + Shakers
- Philly
- San Diego
- Remote

## **Technology Requirements**

**Seer Laptop:** You'll be receiving a Seer laptop updated with all of the basic tools you'll need to do your job. It'll be shipped to whichever office you're visiting during your first week and available to you on Day 1.

**Seer provided office "stipend":** *Seer will get you started by offering a one-time \$350 stipend* to help you kick off your primary workplace setup. *From month 2 on, you'll be eligible for monthly reimbursement up to \$200 per month for any of the following pre-approved items:*

- Internet / Cell Phone
- Monitor
- Wireless Mouse
- Initial Home Office Set-up
- Remote Work Space

**\*Note:** *You'll have a 60 day window from the day of purchase to submit these items for reimbursement within Concur. Budget does not rollover month-to-month (in other words - use it or lose it).*

## **Recommended Technology**

If you're looking for guidance as you get your home office situated, here's a list of *Mike G / Seer approved* recco's:

- [Acer H236HL Monitor](#) - a solid monitor at a good price with all needed cables
- [Logitech Mouse + Keyboard Set](#) - if you don't care to be fancy, this is the basic set we use at the office
- [Docking Station](#) - if needed, this is what we use in the office
- [Logitech Webcam](#) - all laptops have a webcam built in, but Mike recco's this if you need something with higher quality video
- [Conferencing Speaker/Mic Combo](#) - same with the webcam; if you're struggling with quality of the speaker/mic built into laptops, Mike recco's this

## **VPN**

If you are working at home, a VPN is preferred but, not required. If you decide to work from a shared work-space (aka not your home) you are 100% required to have a VPN for security purposes.

**\*Note:** *Mike G, our IT guru / resident comedian, has your back. He will get you set up with this your first week on-site.*

## **What do I do if I have Tech Issues?**

Seer laptop crash? Speaker not working? The dreaded blue screen?

Hit up Mike Girard (the comedic IT guru mentioned above) at [mikeg@seerinteractive.com](mailto:mikeg@seerinteractive.com) right away. He'll go through the following steps with ya:

1. Talk through the issue
2. Connect via remote troubleshooting and walk you through recovery steps

If remote recovery doesn't work, you'll need to ship your laptop to him and utilize your personal laptop while it gets fixed or replaced.

### **Seer Policy on Flexible Work Hours & Remote Work**

The company has established a flexible work arrangement program for employees whose departments and jobs are suited to it. With a direct manager's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

Employees in good standing and who meet the eligibility requirements may request telecommuting (i.e. working from home or another location outside the office). Telecommuting is granted at the discretion of management and is a privilege, not a right.

The policy for telecommuting is as follows:

1. Employee must work a full work day according to company policy of 9am to 6pm EST (See section Work Hours in Seer Handbook).
2. Employee must be available via email, IM and phone the full work day.
3. Employee may take the entitled two 15-minute breaks and a 60-minute lunch break (see section Breaks) and must alert the team via email prior to your breaks and upon your return.
4. Employee must hold all scheduled internal and client meetings.
5. Employee must return all phone calls, IMs and emails within 1 hour. If Employee fails to do so, the telecommuting privilege can be revoked.
6. Employee must have approval in advance by management to telecommute.

If you wish to set up a flexible work arrangement, see your direct manager. Such arrangements may be established, changed, or discontinued at the company's discretion.

**Please reach out to the People Team with any questions - grateful that you're choosing to join our team!**

Your signature below indicates that you read and understand the expectations and support that you'll receive as a remote team member at Seer.

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Employee Signature

Date