


General Magic Onboarding Pipeline

Step 1: General Magic Personal Information Form

- Send the Personal Information form to the New Hire. The Personal Information Form is used to gather the necessary information from the New Hire for them to be added to our communication channels. (Name, Wallet Address, Discord Handle, Telegram Handle, Github, Email address, Timezone)
- Personal Information Form Link: <https://forms.gle/W2uZWMSZccUeU2Qn8>
- Once the form has been filled out, Talent Admin, Nico, will update the General Magic Contributor's tracker database (*Please note that this database can be imported to Coda and have everything stored in there*)

Step 2: General Magic Offer Letter

- If applicable, process the Offer Letter. The Offer Letter will have the initial salary information, Starting date, position, Trial Period duration, agreed tasks, and the salary after Trial period.
- Verify the start date, position, tasks, starting rate and trial period duration from Marko, Griff or Hiring team.
-  GM - Offer Letter Template
- Send the Offer Letter to the New Hire via email and ask the New Hire to review the details on it and sign it.
- Save the Signed Offer Letter to the **Signed Offer Letter folder in Google Drive**.

Step 3: Invites before sending Welcome Email

- Add new hire to Sobol
- Add new hire to GM Monthly meeting invite (google invite)
- Add new hire to Giveth's workspace Notion
- Invite to GM github and add to dedicated team (design, development, pm, hr, other)
- Invite to Telegram
- Invite to Discord (add "Magician" role, and other WG if applicable)
- Invite to Google Drive folder with Edit permissions (with their google email address)

Step 4: Buddy System

- Identify buddy (ask hiring manager and/or peer reviewer)
- Ask prospective buddy if they are down or willing to be their buddy
- If accepted, you may send this tips to the buddy:

- Here's is some guide doc -

<https://docs.google.com/document/d/1GY9VenBLB8VXqf3dPwwqsPVCLt0YI7-CXXKXZBbWhJg/edit?usp=sharing>

Just some tips on how to have a more effective buddy system for new hires to help them onboard smoothly (most of these were feedback/comments from other new hires)

- at least 1 buddy call every week to sync, catch up, answer questions (can have more if new hire needs; also it was suggested to have at least seven 1-1 syncs during first months)

- ask new hires to join EVERY call if possible (if contributing to Giveth - community, governance, comm, dev, etc)

Step 5: Send the Welcome Email

- Send Welcome email -  General Magic onboarding email for New Hires

Step 6: Create a Discord Group Chat

- Create a Discord Group Chat with the new hire, Freshelle and Nico.
- This group chat will be the main line of communication between the new hire and the hiring team.

Step 7: Trial Period

- There will be a Trial Period of 1 month or 2 months from the start date depending on what has been agreed upon in the Offer Letter.
- During the duration of the trial period, the buddy and the new hire will have at least 1 buddy call per week.

Step 8: Post-Trial Feedback Form (Buddy)/Contributor's Feedback Form

- 3 days before the end of the new hire's trial period, the Post-Trial Feedback Form should be sent to the buddy for an initial evaluation of the new hire's performance.
- The Contributor's Feedback Form should be sent to the buddy for them to post in the Magicians channel. Other Contributors are free to fill out the form to express their feedback for the new hire.
- This Post-trial feedback form and the Contributor's Feedback Form will be considered as a factor in entering a contract with the new hire.
- Post-Trial Feedback Form Link: [Click Here](#)
- Contributor's Feedback Form Link: [Click Here](#)

Step 9: Post Trial Feedback Form (New Hire) / Self Review Form

- 3 days before the end of the new hire's trial period, the Self-Review Form and the Onboarding Feedback Form should be sent to the new hire for self-evaluation on their initial performance.
- Self Review Form Link: [Click Here](#)
- Post Trial Feedback Form Link: [Click Here](#)

Step 10: Conducting a Post Trial Buddy Review Call

- After the trial period and gathering all the responses on all forms, please advise the buddy to conduct the buddy review call.
- A Buddy review document will be sent to the buddy as a reference for their buddy review call; this document contains all the responses from all the forms.
- The buddy review call will wrap up the trial period and the buddy will communicate with the new hire all the comments and evaluation on the new hire's performance.

Step 11: Creating a Role Description

- Once the new hire passes the initial trial period, we will advise the new hire to fill out the Role Description document.
- This document will be used to share to other people (buddy, etc) without the salary information. In this process, recurring tasks of the new hire and the role description is identified.
- Click here for the template: [\(TEMPLATE\) General Magic Role Description](#)
- References/Samples - [Sample - Skills, Talents, Skills to Develop](#)
- Simultaneously, the Work agreement will be prepared by the hiring team.

Step 12: Sending the Work Agreement

- When the Role Description is complete and has been verified by the buddy, we will now share a link to the Work Agreement.
- The Work Agreement is a confidential document only accessible to the new hire and people in the HR department (Freshelle, Nico, Heather, Ahmad).
- This document contains the Salary information of the contributor.
- This document also identifies if the contributor will work on an hourly basis, part-time, full-time or project-based.
- [\(TEMPLATE\) General Magic Work Agreement](#)

Step 13: Onboarding Feedback Form

- Once the onboarding is all done and the new hire receives their work agreement, we will ask the new hire to fill out the Onboarding Feedback Form
- [Click here to access](#)

Step 14: Payroll

- Add the new hire to the payroll list or inform the payroll team headed by Freshelle.