Who are important colleagues to know ?

Your 6 main Tools

Hardware

Responsibilities
- Orders Hardware or other equipment (laptops/adaptors/etc.)
- Is responsible for phone contracts

Contacts: Hassan Aabdouri

Your Local Talent Manager

Responsibilities
- Supports on performance management & professional development
- Advises and guides in conflict resolution
- Follows labour legislation & compliance
- Executes annual salary round

Contacts: Alina Pana

Your Local Talent Administrator

Responsibilities
- Administers holiday entitlements
- Takes care of all employer relevant registrations/deregistrations
- Registers and administers work documents
- Important: for any Talent Administration requests, please open a Jira Ticket

Contacts: Yvonne Duits

IT Support

To get support you have two possibilities:
- Open a support ticket under: IT Ops JSD Support Web Portal
- Write in Slack channel: #it-support

Your Buddy

- Is an experienced colleague and your contact person for all questions and problems in the first 4 weeks
- Provides information on policies and procedures
- Supports you with the setup of your equipment/systems
- Supports your cultural integration and orientation

Our CEO

Gerhard Gerner

Your PSL (People Success Lead)

- Is guiding you (the protégé)
- Supports the onboarding process
- Supports your personal development
- Gives feedback & advice

Jira

Time booking is done on Jira (Tempo) for:

Project work	Vacation	Sickness

Bonusly

Our Micro reward system & peer-to-peer recognition program
- Fosters a culture of transparency, honesty and feedback
- Enables the appreciation of individual performance & accomplishments
- Contributes to a positive and collaborative work environment

GlassFrog

The tool supporting our Holocratical organization. It is instrumental in facilitating our unique organizational structure, providing the necessary framework and features to seamlessly navigate and thrive within the Holacratic framework.

Concur

The Cognizant Hub for employee productivity, provides essential tools:
- Access your payslip through: Epay
- Manage your learning curriculum over: Cognizant Learn

Confluence

The go to place to find general information about how to do things at Netcentric. It also serves as Project Repository.

Google Workspace

Google Workspace seamlessly integrates with Wiki, Jira, Glassfrog and Bonusly.

It serves as a central hub for our most commonly used tools like:
- Gmail
- Google Calendar
- Google Drive
- Google Sheets
- Google Docs

Communication Channels

Core Values

Office Locations

Guidance for your start at **Netcentric**
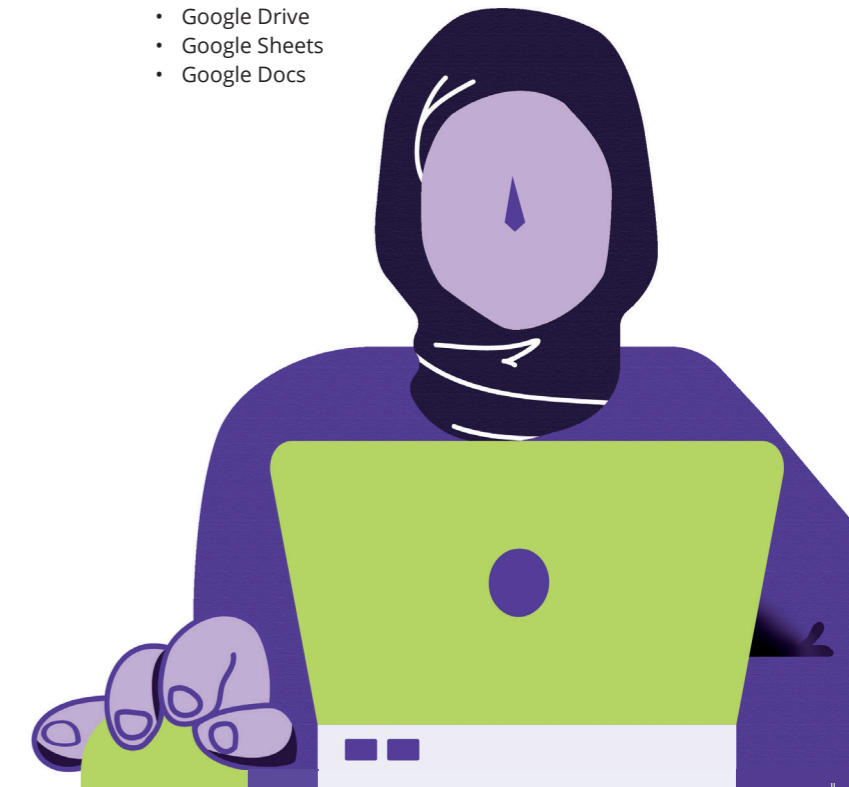
Slack

Slack stands as the cornerstone of our communication strategy:
- Increasing team productivity and transparency
- Allows for a variety of communication channels, accommodating everything from
  1. One-on-one chats and calls
  2. Group chats and calls
  3. Specialized channels enable us to share announcements efficiently

Teams

Teams is our preferred communication channel for:
- monthly meetings
- interactions with both Cognizant and clients

01 Never let the customer down

02 Never let your team down

03 Cultivate respect

04 Give and accept feedback

05 Don't take success for granted

06 Exceed the highest standards and achieve results you are proud of

07 Share discuss and bring ideas to life

08 Make our company a fun place to work

Pune

Frankfurt

Vigo

Bucharest

Munich

Dresden

London

Berlin

Barcelona

Amsterdam

Zurich