IE WEEKLY
Magazine

CORE VALUES

- DISCIPLINE
- 10X
- GRIT
- RADICAL CANDOR
- STRONG WORK ETHIC
- EXTREME OWNERSHIP
- CONTINUOUS IMPROVMENT
- EGO IS THE ENEMY
- NEVER SETTLE FOR MEDIOCRITY
- COLLABORATION WITH INDIVIDUAL ACCOUNTABILITY

MISSION

CHANGE THE LIFE OF AFRICA VIA DISCIPLINED WORK CULTURE AND SYSTEMS THINKING

Contents

EMPLOYEE ONBOARDING

Onboarding is the process by which new hires integrate to all aspects of their jobs rapidly and easily, and learn the knowledge, skill, ability and behaviors required to function effectively within an organization. The procedure of onboarding is not obligation of HR alone; every front-line manager should also be a part of this process starting from the very first preliminary stage. Onboarding needs to be considered as a comprehensive procedure and not some separate standalone routine action. This may help in improved integration of new employees with the complete system. The objective of the onboarding procedure is to develop a long-haul relationship between the business and the worker while encouraging a sentiment having a place and a confirmation of settling on the right decision.

However, IE's onboarding process engages new workers more allowing them to adapt to the system, the firm, and engage in new ways. Where onboarding takes place before an employee joins our company, the entire onboarding process has been divided into the following phases:

Phase I (Pre-onboarding)

This phase is where the employee is in communication with the recruitment team. In this phase, the employee gets the offer letter and all the necessary information about the organization and documentation-related issues. One of the requirements they need to finish before their joining date is to bring a guarantee letter. The recruitment team prepares documentation before their joining date and initiate the facility team to prepare workstation and laptop for the new hires. The department needs to prepare OKR, PT, and JD.

OKR

Is a goal management framework. The term OKR stands for Objective – Shows "WHAT" needs to be accomplished. Key Results –Illustrate "HOW" the objective will be accomplished. The CEO creates company-wide OKRs that include goals and key deliverables to be achieved during the quarter. Each manager/team leader then creates their own key result with the key result as the goal to achieve each team's goals. Each team members have their own OKRs coordinated with the team leader/manager and the company. After creating their OKRs for each person, the OKRs are inserted into software called the PMS (Performance Management system). OKRs are inserted into the PMS cascade weekly and daily.

PT

PT stands for a probation target that the new hires are expected to achieve and learn throughout the probation period. The target is out of 100% which includes their main task in the department like projects, and research such as reading and presenting books like;(Grit, 10x, Measure what matters, etc.) which is part of the company's core values and finalizing certification. All their stagecoach will be assigned for each and every recruit.

JD

stands for a job description, it is a useful tool that includes the tasks, duties, functions, and responsibilities of a position and explains what IE expects of its new hires in their particular roles. It also allows measuring new hires' performance against those expectations.

The last but not least step of this phase is to notify all the responsible persons of team IE to prepare an induction PowerPoint and give the induction in a well-organized manner. This entire process would prepare the new hire psychologically to adapt to the new environment without ease.

Phase II (Induction)

At IE Network, Monday is known to be always the first day for new employees unless it's a holiday. IE usually runs a full-day induction on the joining date. The new employees at first get introduced to team IE and giving them a tour to our office. We'll take a picture of the recruits together and get posted on our platform called (Basecamp) with a welcome note. All employees and the CEO will put a welcome note on message board as well to help them have sense of belongingness. In this phase the induction process undergoes; wherein the new hire is given complete information about mission, vision of the organization, policies, platforms we are utilizing, and employee-related benefits etc. This phase is basically welcoming the new employee to the organization and making him/her feel at home.
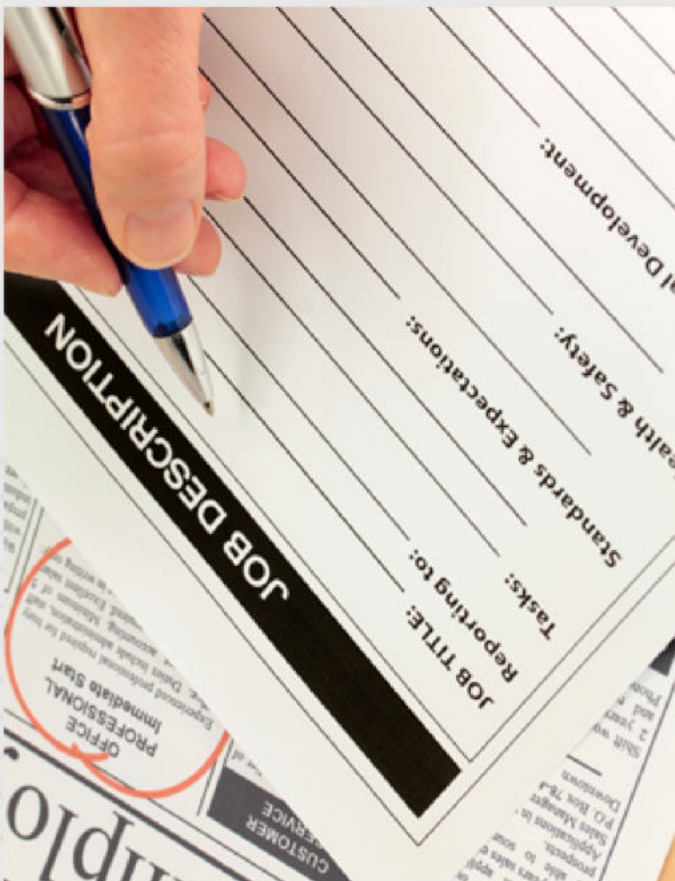
Phase III (Registration)

This stage will follow the induction procedure. All new employees must register on every platform that is supported by IE Networks. An official work-related communication tool called Basecamp will then be established after first setting up a company email. The system will be expanded to include new hires. There is another platform called WebHR that new hires should have access to and be expected to be familiar with WebHR is an employee leave and attendance tracking system that allows for the tracking of employee absences as well as the submission of leave requests. Performance Management System is the third (PMS). Employees use the PMS platform to plan on a quarterly, monthly, and daily basis as well as to send reports of their plans. Performance evaluation of employees is the goal of PMS. The final but not least online technology is Webex, which is used for webinars, screen sharing, video conferencing, and online meetings. They will also be added to this system's database.

IE Coaching Session

Phase IV (Coaching session)

The coaching session begins in this phase. In this phase, new hires become familiar with all the systems that IE is using. The first five to ten days the new hires get NHT (New Hires Training) in those days new hires will have a clear insight into what the company is, its systems and function, and the overall department therein. In the coaching session, the employee will be thought about what is expected of his/her in alignment with his/her job description by the coach/supervisor. It includes integration with the team and consistent feedback from a coach until the end of their probation period; the coaching session will take a minimum of 30 minutes. At the end of each and every coaching session, the new hires are expected to brief about the session to the training and development team and the coach is also required to respond to weekly on what he have been discussing, we call this process NHT (New Hires Training). This process will help to maintain the new hires to easily adapt and get connected to the system.

Phase V (Probation Evaluation)

In this phase, there is a so-called mid and final evaluation by the time the recruits are on their probation period. The mid-evaluation takes place on the 30th working day of their probation period, it's conducted out of 50% and they are expected to score at least 40 out of 50. The whole point of mid-evaluation is to help the employees know how much they have achieved their probation target and how much is left to be achieved and to give them feedback on the areas that need to be improved. And finally, on their final evaluation period, they are expected to score 80 out of 100 minimum, if not they will get terminated because of their poor performance. Rather if they pass, they will become a permanent employee of IE. The evaluation process is conducted with their coach/supervisor and people team including interactions with feedback, training, and development.

Finally, one more concept which needs to be clarified at this point in time is that Onboarding and Induction/Orientation are just not the same. Till date there are people in the industry using these two terms as replaceable for each other. Onboarding is a bigger umbrella of which induction is a part of Induction is just a one-day or a week process where the new joiners are informed about the organization's mission, vision, policies, portals, and benefits. On the other hand, Onboarding is a 30-60-90 days process that covers the day an employee makes his first contact with the company i.e. the selection phase, Day 1 at work, Training programs, Performance feedback, and interactions with the team, supervisor, and HR to get aligned to the organizational goals and objectives.

Mahlet, K. (2023, February).Employee Onboarding. *IE Weekly Magazine*, 1(4), 1-6.

UPLIFTING SESSION

A good motivational speech does exactly that—it motivates. It engages the minds and hearts of people in such a way that motivates them think clearly, see opportunities, and move forward with action. Our second uplifting session was evidence to this as it was an eye-opening interview with one of the most successful entrepreneurs of our country.

Discipline, commitment, and a desire to learn at every turn are the main traits that enable us to fulfill our potential and accomplish our major objectives as we travel along our journey. Everyone enjoyed and learned a lot from someone whom we look up to and admire the most.

Our CEO was our guest of honor, and he was happy to respond to questions raised by both our social media community and IE staff. His career path, personal life management, and accomplishments were all thoroughly covered in the interview. We were advised that we should never give up on our Dream, no matter how challenging or limited our options may seem.

Haleluya, T., & Kalkidan, F. (2023, February). Upliftting Session. *IE Weekly Magazine*, 1(4), 7.

8

TEAM BRIDGING

We are aware that Teams with more frequent communication with a variety of people have better access to resources.

Another department team member can gain various information and a broad base of knowledge through bridging, which will increase effectiveness.

Additionally, we have discovered that a team's performance is favorably correlated with how much engagement it has with other groups outside of itself.

On February 03, 2023 two team bridging sessions were conducted successfully between SaaS team with the Techfin team & Marketing team with the Sales team. The team members prepared a PowerPoint that clearly illustrates their team and the session was open and two-way communication-based.

ACHIEVEMENTS THIS WEEK

African Union Commission

Congratulations to our team for winning the African Union Commission (AUC) project award for the supply and installation of an IT system! This is a major milestone for our company and we are proud to have this opportunity to expand our services. We are committed to meeting and exceeding the AUC's expectations and delivering a reliable, efficient, and secure system. Special mention and a big thank you to our team members Robel Getachew, Samrawit Tadesse, Mastewal Betigist, Dawit Eshete, Gelantu Tesfaye, Tigist Yiblet, and Zeneb Kassaw for their hard work and dedication. Cheers to many more successful project awards in the future!

Ethiopian Pharmaceutical Supply Service

IE Networks Solutions is proud to announce that we have been awarded in the supply, installation, and commissioning of networking infrastructure and modular data centers for Ethiopian Pharmaceutical Supply Service (EPSS). This award is a testament to the dedication of our sales team Robel Getachew, Dawit Fikru, Mastewal Betigist, Zeneb Kassaw, Sibate Solomon, Tigist Yibeltal, Gelatu Tesfaye, Destaw Techan, Eyobad Tilaye, Lidya Eshetu, Hana Dereje, and Mohammed Seid.

We are proud to have been honored with this award, and we are dedicated to providing the highest quality of service to our valued clients.
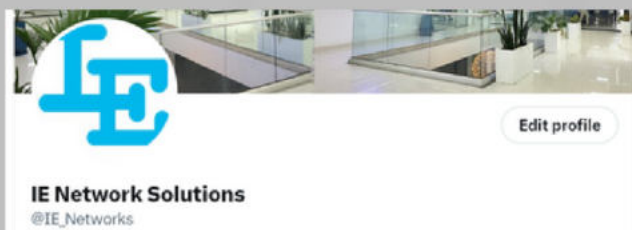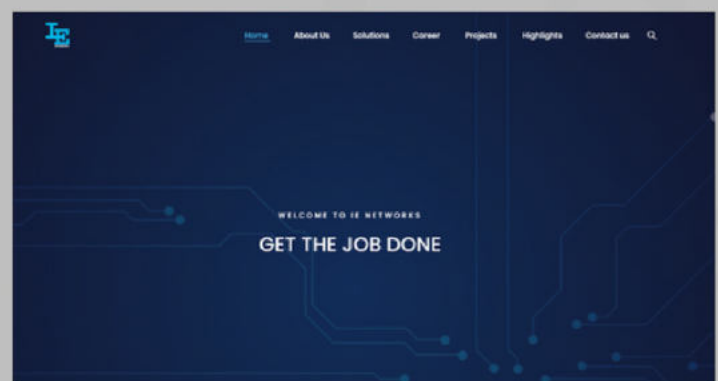
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Safaricom

We are thrilled to announce that IE Networks has been awarded a project to survey, install, integrate, maintain, support, and decommission enterprise services using various access technologies (Fixed LTE, Fiber, SDWAN/IOT/Microwaves, and Wi-Fi) at enterprise customer premises from Safaricom. We are excited to bring our expertise in this area to the table and strive to provide the best experience possible to our enterprise customers. We are confident in our ability to deliver a reliable, high-quality solution that will exceed their expectations. We would like to congratulate everyone who participate in this getting this award. Once Well-done Robel Getachew, Zeneb Kassaw, and Sibhat Solomon!

Bezawit, T., & Natnael, H. (2023, February). Achievements this Week. *IE Weekly Magazine*, 1(4), 9-11.

DID YOU KNOW?

IE Network's social media and website are the third most managed platforms only after Safaricom and Ethio Telecom.
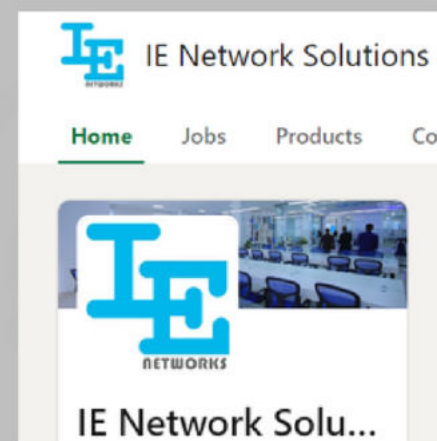
Our social media and website have recently been ranked third in the country following Safaricom and Ethio Telecom. This is the result of scheduling and following a strategic plan to achieve the best result from our online platforms.

WELCOME TO IE NETWORKS
GET THE JOB DONE

IE Network Solutions
Home   Jobs   Products   Co

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IE Network Solutions
@IE_Networks

Edit profile

Instagram

- Home
- Search
- Explore
- Reels
- Messages
- Notifications
- Create
- **Profile**

Follower metrics   Ranked by new followers

Page		Total followers	New followers
1	Safaricom Telecommunications Ethiopia PLC	87,056	5,416
2	ethio telecom	63,473	2,576
3	IE Network Solutions	8,634	305

Haleluya, T. (2023, February). The Exponential growth of IE Netwoks social media platforms and website . IE Weekly Magazine, 1(4), 12.

THE PIANIST & ARTIST

Daniel Alemu

SaaS Team Lead

We have Daniel Alemu, our Software as a Services (SaaS) Team Lead, on this week's talent review. Daniel is a calm, honorable person whom we all are familiar with. Here are some of his talents that we don't know. Daniel is an incredibly talented and creative individual! He plays the piano and is able to create beautiful music with his hands. His skill on the instrument is impressive, and he continues to challenge himself to reach new heights.

On top of his musical talent, Daniel also has a passion for drawing. He is able to create incredible works of art with a pencil and paper, and his pieces are often filled with intricate details and colors. From landscapes to abstracts, Daniel's drawing skills never cease to amaze. It is clear that Daniel has a gift for art and music, and it is a pleasure to see him express himself through these creative mediums.

Bezawit, T. (2023, February). A gifted art. *IE Weekly Magazine*, 1(4), 13.