

A large, stylized purple letter 'W' is centered on a dark blue background. The 'W' is composed of several overlapping shapes, including a tall vertical bar on the left, a large circular loop in the middle, and a curved base at the bottom. The text is overlaid on the central circular part of the 'W'.

# **What to expect when joining the Team**

**You've just signed  
your contract,  
what are your next  
steps?**





**Receive your welcome email  
and follow the steps within!**



**Our IT team will reach out to  
onboard your laptop as soon  
as possible!**



**Check your callwhistle email  
for all login links - Clockify,  
Security Training and more!**



**Check your email for the  
introductions to any  
campaigns, teams or training  
you may receive!**



**Meet HR and Account Management team to get to know a bit more about Whistle and your role!**



**Introduction to your campaign and Account Manager!**



**Meet with the CEO and COO and have a fun introduction!**



**Introduce yourself on Slack!  
HR will give a shoutout to welcome you to our growing team!**



**Be introduced to the Whistle team in our Monthly meeting!**



**Congratulations, You have made it through your onboarding!**

# Who can I contact along my journey?

**Lynne Cumings**  
**Human Resources Director**



**Bianca McGuire**  
**Human Resources Manager**



**Don Allison**  
**IT Administrator**



**Bronwyn Johnson**  
**Head of Account Management**





### **How does payment work?**

We use a platform called Clockify to log our daily hours worked. You will receive an email invite to your Whistle email to join Clockify! Each month, our accounts team will generate an invoice and send it through for approval and you will get paid!

### **Do we get leave/public holidays?**

Leave is dependent on your campaign and your geo! If you are on a US campaign, you will work with their Public Holidays, the same with any geo. SDRs get one day a month paid leave, this will all be explained by your AMs! Please note: Leave does not accumulate

### **What are my KPIs?**

Whistle has a quality over quantity approach to prospecting. Each campaign will have its own KPIs depending on mode of outreach, ICP and more. Your campaigns and teams will breakdown your KPIs!

### **When do I start billing for campaigns?**

Billing begins the day you have started outreach on your campaign. The billing should include the 5 hours of training for your campaign as well as all the days you have worked for the month.



### **Who do I reach out to for questions?**

We have a high regard for the concept of “no such thing as a stupid question.” Whistle is a team player company, ask anyone for any help and they will either answer or be able to direct you to the best person to assist you!

### **What happens over Christmas?**

In November, each SDR will be contacted and given details as to whether their campaign will close over the December period. Year-end coverage time will be discussed within campaigns!

### **What happens if I can't make my shift?**

There is a procedure in place for those who can not make their shift, if you are ill or have an emergency. Your AM needs to be notified as soon as possible, and will decide if a colleague needs to cover your shift or if you must make up your hours. A leave form will be filled in to note your absence.

### **Is there commission/incentives?**

There are a number of incentives that run throughout the year, birthday bonuses, uber and chocolate vouchers to name a few. As well as SQL bonuses on each campaign.



# My checklist

☐ I have filled in my personal particulars

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☒ I have completed my banking details

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☐ I have organized my Laptop onboarding

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☒ I have received my callwhistle email address

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☐ I have received my clockify email link

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☒ I have received my slack email invite

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☐ I have received my Security training email invite

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☒ I have completed my Hubspot training video

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☐ I have received my Clockify loom video

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☒ I have had my Whistle onboarding with HR

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☐ I have met with my AM/KAT

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☒ I am ready!

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