



DON'T PANIC

EVERYTHING IS GOING TO BE ALRIGHT

The Official Hitchhiker's Guide to Company

Engineering Onboarding Program Orientation Journey

Compnaut's Name:

Voice of the Guide:

This guide is for training purposes only.

The Official Hitchhiker's Guide to Company

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Version: 2.0

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The Guide Version

Version Number	Version Date	Description
2.0	2015 September	Changes from Pilot
1.0	2015 September	Pilot



Notice

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Guide to Week 1



In the beginning, the universe was created.
This made a lot of people very angry and has been widely regarded as a bad move.

- Douglas Adams

Introduction

Welcome hitchhiker! If you are sitting here today, you are officially an "Compnaut" (translation: Sailor of Company) who has been chosen by the great engineering world of Company to help move it faster forward. Your journey begins here.

You will discover new and exciting things and learn to contribute to the new realm. Your formal instruction begins with two days of **expeditions** that give you the background to launch you successfully on your travels to becoming an Compnaut First Class.

Before beginning this journey and setting out on your expeditions, the **Voice of the Guide** must present some travel information so that you have a safe and successful passage.

Expedition # 0:

Pre-Journey Briefing



Expedition Overview

Expedition Description	Before beginning this journey to becoming an Compnaut First Class, the Voice of the Guide must prepare you for a safe and successful passage.
Areas of Preparation	<ul style="list-style-type: none">• Introduction to "The Guide"• Helpful Terminology for the Company Hitchhiker• Overview of Your First Week as an Compnaut• Menial Stuff• Meet Your Fellow Compnauts• Presenter Introductions• ENGLearn Portal Overview
Goals	<p>The goals of this expedition are that each Compnaut will:</p> <ul style="list-style-type: none">• Learn about "The Guide"• Learn terms of an Company Hitchhiker• Preview your Journey and Expeditions• Meet your fellow Compnauts and "Voices" of the Guide• Take a peek at the ENGLearn Portal



Introduction to “The Guide”



A towel is about the most massively useful thing an interstellar hitchhiker can have.
- Douglas Adams

A Word About “The Guide”

“The Guide” is a wholly remarkable book. Perhaps the most remarkable, certainly the most successful book ever to come out of the great publishing corporations of Ursa Minor.

It’s already supplanted the great Encyclopedia Galactica as the standard repository of all knowledge and wisdom for two important reasons:

First, it’s slightly cheaper; and second it has the words “Don’t Panic” printed in large friendly letters on its cover.

Let’s make a few things clear before we continue on our journey.

Helpful Terminology for the Company Hitchhiker

Term	Meaning
Hitchhiking	Hitchhiking is the practice of moving around the galaxy in search of a suitable world for living and working. A hitchhiker is the term for one who engages in hitchhiking. It is necessary that Hitchhikers have a guide because one never knows who might pick him or her up or where he or she might be taken. I’m guessing that’s part of the fun.
Hitchhiker	One who engages in hitchhiking.
Compnaut	An Compnaut is a hitchhiker of the galaxy who has been picked up by Company and who has decided to help move it faster forward. It is necessary that all Compnauts have a Guide to help them through their journey. It is highly recommended that each Compnaut gain possession of <i>The Official Hitchhiker’s Guide to Company</i> .
Compnaut First Class	An Compnaut becomes an Compnaut First Class when he or she has successfully completed the orientation elements of the Guide and also the complete on-boarding experience.

The Guide	The Guide is the abbreviated name we use for "The Official Hitchhiker's Guide to Company." This guide is the official document for helping new Compnauts assimilate to the world of Company. In essence, it provides a map for an Compnaut's first weeks on the journey at Company.
Voice of the Guide	The person who knows how to relay the information from the guide to the Compnaut. There may be multiple "Voices."
Expedition	A discreet part of the overall journey of becoming an Compnaut First Class. Each expedition is designed for you to gain specific foundational information about Company.
Babel Fish	The Babel fish is small, yellow, leech-like, and probably the oddest thing in the universe. It feeds on brain wave energy, absorbing all unconscious frequencies and then excreting telepathically a matrix formed from the conscious frequencies and nerve signals picked up from the speech centers of the brain, the practical upshot of which is that if you stick one in your ear, you can instantly understand anything said to you in any form of language.
Marvin	Marvin is a paranoid android robot who is afflicted with severe depression and boredom, in part because he has a brain the size of a planet which he is seldom, if ever, given the chance to use. Indeed, the true horror of Marvin's existence is that no task he could be given would occupy even the tiniest fraction of his vast intellect.
Forty-two (42)	The answer to the great question... of life, the universe, and everything.
Towel	A survival necessity. In order to survive out here, you really gotta know where your towel is.

Conventions in The Guide	Icon	Meaning
		When you see the Babel Fish, you should expect instant understanding to follow.
		Represents additional information .
		Represents a question .
		Represents a term definition .
		This note icon signifies some tidbit of additional information or clarification .
		This icon represents a topic within the Guide.
		Indicates a lab or exercise where Compnauts will practice using new skills.



Overview of Your First Week as an Compnaut



It's a tough galaxy. If you want to survive out here, you've got to know where your towel is.

- Douglas Adams

Journey Overview

Journey Description

This two day journey helps establish a foundational level of information for all Compnauts so that they can assume their roles with confidence.

Prerequisites

Before taking this journey, all hitchhikers must:

- Be a commissioned Compnaut.
- Not be a commissioned Compnaut for more than 8 days.
- Have a towel.
- Have a desire to help move Company faster forward.

Goals

The goals of this first week are that each Compnaut will:

- Complete each expedition.
- Perform each of the associated labs.
- Learn as much as possible.
- Figure out what to do after this first week.

**Journey
Itinerary**

Day	Expedition Number and Name
1	<ol style="list-style-type: none">1. Hyperspace Express Route to the World of Akamai2. In Flight Movie: New Hire Video3. Executive Overview and Engineering Organizations4. Galactic Talk: Executive Guest5. Who is Akamai's customer?6. Accessing the Secret Parts of Akamai with SSH Keys
2	<ol style="list-style-type: none">7. In Flight Movie: How the Internet Works8. Common Language of Akamai Engineers9. Galactic Talk: Engineer10. How to Access Intra-Akamai Information11. Common Tasks for All Akanauts12. Foundational Akamai Concepts13. Setting Up Perforce14. Next Steps15. Campus Tour Sans Electro/Mechanical Transportation Devices



Pre-Expedition Housekeeping

Menial Stuff

- Sign-In Log
- Surveys
- Eats
- Restrooms

Meet Your Fellow Compnauts



- Your Name?
- What department brought you on board?
- What is your role at Company?
- From where did you hitchhike?

ENGLearn Portal



Learning portal: <http://www.habitat.org/>

The Learning Portal is your one stop shop for engineering-related information.

Expedition # 1:

Hyperspace Express Route to the World of Company



Expedition Overview

Expedition Description	In this expedition, you will take the hyperspace express route to the world of Company where you will find the history and growth of Company, the work environment, and the diverse employee programs and activities that define its distinctive culture.
Topics	<ul style="list-style-type: none">• How Company Got Started• Company Worldwide
Goals	<p>The goals of this expedition are that each Compnaut will:</p> <ul style="list-style-type: none">• Get an understanding of Company's roots• See Company's worldwide presence• Gain an understanding of Company's worldwide presence and what we're doing to enhance it



Isn't it enough to see that a garden is beautiful without having to believe that there are fairies at the bottom of it too?

- Douglas Adams



How Company Got Started

The Founding

**Launching
Company**

Company Today



Company's Customers

- Company has a long list of customers.
- One out of every three customers is a Global 500 company.
- Our customers also include the top 30 media and entertainment companies, all top 20 global eCommerce sites, all branches of the military, and all major sports leagues.

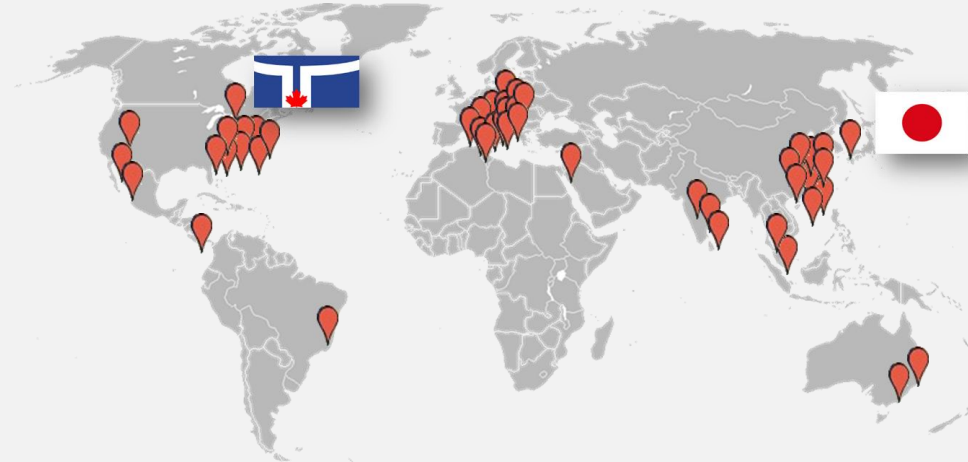
In Flight Video: Company 2014 Year In Review





Company Worldwide

Offices Around the Galaxy: Earth



The Global Work Environment

With offices located around the world, Company is a true global work environment. It is a place where people are inspired by the company's mission of providing a work environment and culture where all employees feel that they can contribute and perform to the best of their abilities.

We're advancing this mission in three areas:

- **Awareness:** We're continuing to institute listening forums with senior leadership, conducting training, and exploring how to best use a leadership-based Diversity & Inclusion Committee to build and sustain a strong level of awareness across Company.
- **Action:** We're building mentoring opportunities for top talent and diverse talent, building our internal talent pipelines, and focusing on outreach efforts to increase the flow of diverse applicants and hires into Company - all designed to continuously improve the diversity of our workforce.

Our employee resource groups will play a key role in helping us to recruit, retain and develop an inclusive and diverse workforce around the globe. These groups include **IndUS**, a cohesive group of South Asian employees, **Ohana**, a group that is working to broaden the inclusion and contribution of racially diverse talent, **out@Company**, which aims to foster an open, safe, and inclusive community where LGBTQ employees and their allies may share experiences to optimize engagement and career development for all employees, and the **Women's Forum**, which exists in the US, EMEA and India.

- **Accountability:** We've built diversity and inclusion metrics into our company mission-critical goals to hold ourselves accountable. This includes a desire to increase representation of women at Company on a global basis, as well as African-American, Asian and Hispanic representation in the U.S.

The Humans

A work environment is defined by its culture and a culture is defined by its people.

Company's culture is best defined by professionals who:

- Are smart, intellectually curious, and who have a passion to provide the technology that optimizes and secures the delivery of all online content and business applications.
- Come from all walks of life and speak dozens of languages reflecting our global presence.
- Are culturally aware and culturally sensitive.
- Are encouraged and expected to share their ideas and opinions. We believe this openness and transparency enables innovation and collaboration, and helps us deliver great outcomes and results.
- Create an environment where the best idea wins and is backed by data and logic.
- Are proud of a culture where employee flexibility is a fundamental part of our makeup.
- Can be self-critical and humble, and relentless in the pursuit of excellence. We believe our talented colleagues will light the pathway to continued success, and as our company name translates from Hawaiian, we persevere as a smart and clever organization with an incredibly bright future.

The Core Values

Company's culture is rooted in its core values. These values are:

Integrity and Trust – We conduct our business with the highest degree of honesty, integrity, transparency and respect for all individuals. We are committed to earning the trust and confidence of our colleagues and customers, and to always acting for the absolute good of the whole.

Collaboration and Teamwork – We achieve success through the skills and ideas of all of our colleagues. Through collaboration, we strive for win-win solutions to issues and problems. We work cooperatively for the sake of our customers and ahead of internal differences.

Innovative – We pursue innovation to continually improve customer value. We embrace the change that comes with innovation to create competitive advantage.

Results Oriented – We routinely set stretch goals and have extraordinary expectations around achieving significant results. We encourage our colleagues to take initiative, be creative, and take appropriate risks to enable us to meet and exceed aggressive commitments.

Responsive – We respond to customers, partners, and stakeholders with world-class service based on innovative technology. We work closely with customers to understand and anticipate their needs. We move with agility and flexibility to thrive in a dynamic business environment.

Respect – We consistently treat one another with respect and dignity. We value the diversity of thought, ideas, and solutions brought forward by our colleagues. We believe data and logic are essential in driving outstanding outcomes.

Giving Back – We provide active outreach and support in the communities where we operate. Our colleagues share in the success of the company.

Leadership – We lead by walking the walk to achieve our shared vision, values, and goals at all levels of the organization. We continuously learn and transform ourselves to be ready for tomorrow's opportunities.

In Flight Movie:
**What does
Company
culture mean
to you?**

IN FLIGHT VIDEO

VIDEO REMOVED

**What does Company
culture mean to you?**

**An Company
Engineering
First**

In September 2014, members of the Company Technical Community gathered in Boston at the first ever **Company Tech Summit**. The event was designed to engage and empower individuals from across the globe to further advance our technology-minded culture of innovation and collaboration.

The Tech Summit gave people a chance to meet for the first time, to put a name to a face, and to establish relationships that would otherwise have been impossible to establish through instant messaging or email. These new relationships are, in large part, what made the event such a resounding success because they elevated global collaboration and innovation to new levels.



Expedition Conclusion

Expedition Termination

1. What was the name of the movie trailer that Company successfully streamed that helped kick off the business?
2. What is Company's technology based on?
3. How many servers does Company have worldwide?
4. What is the name of the event that was designed to engage and empower individuals from across the globe to further advance our technology-minded culture of innovation and collaboration?

References and Resources

Company's Mission, Vision, and Strategy: <http://www.habitat.org/>

New Hire Onboarding: <http://www.habitat.org/>

Tech Summit: <http://www.habitat.org/>

Company Foundation: <http://www.habitat.org/>

SO LONG
AND THANKS
FOR ALL
THE FISH

