New Hire Tool Setup

Owner	CE Chenoa Etsitty
Team	People Ops
Last edited	4 days ago by Chenoa Etsitty
Applies to	All new hires, first day

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Welcome to Hozo. Here is everything to get set up before your first stand-up. Work through this list in order, it should not take more than an hour, and your onboarding buddy is around all day if you get stuck on anything.

- [ ] Set up Slack, join **#general** and **#your-team**

  Your handle is auto-created from your Hozo email. Set a profile photo so people recognize you in threads.

- [ ] Get Linear access, your manager will send an invite

  Look for an email from Linear titled "You have been invited to Hozo." Accept within 7 days or ask People Ops to resend it.

- [ ] Bookmark the internal wiki, start with the **'First Week'** page

  The wiki lives in Confluence under the Hozo Operations space. Star it so it shows up in your sidebar.

- [ ] Set up your dev environment, see the engineering setup guide

  Engineering only. Everyone else can skip to the next item.

- [ ] Say hi in **#new-hires**, introduce yourself

  A short intro works fine: name, team, what you did before Hozo, one fun fact. People will reply with a welcome emoji, that is normal.

Your first two weeks

When	Focus
Day 1	Tool setup (this page), meet your onboarding buddy, calendar walkthrough with your manager
Days 2 to 3	Shadow a teammate, read the First Week wiki page, join your team's standing meetings
Week 1	Ship or contribute to one small, real piece of work with your buddy reviewing
Week 2	First 1:1 check-in with your manager, set 30/60/90 day goals together

Who's who

Role	Name	Slack
Manager	assigned per team	see your offer letter
Onboarding buddy	assigned per team	see your offer letter
People Ops contact	Chenoa Etsitty	@chenoa
IT and access issues	Nashoba Bilagody	@nashoba

Questions? Ping People Ops in **#people-questions**

Nothing here should take more than 60 minutes combined. If something is broken or an invite never arrived, do not troubleshoot alone, just ask in #people-questions.

Comments

Kai Tsosie · 3 weeks ago
Small thing, the Linear invite email sometimes lands in spam. Worth adding a note about that.

Chenoa Etsitty · 3 weeks ago
Good catch, added it to the sub-note under that step.

Created by Chenoa Etsitty, Sep 2, 2026