

A person is seen from behind, wearing a headset and working at a computer. The computer screen displays a web application with a list of items. The background is a large window showing a bright sunset or sunrise, with the sun low on the horizon, casting a warm orange glow. The person is wearing a dark jacket. The overall scene suggests a professional or customer service environment during the 'golden hour' of the day.

# Enavate Internship

Dream it. Believe it. Own it.

Enavate cares about the future. We want to grow the global Microsoft Dynamics community and help talented professionals find new careers. We offer various internship programs with conditions that are just perfect to start your path: super flexible schedule, partnership with an experienced mentor, pre-internship academies where you can learn more about us and future profession, opportunity to grow in global dynamic organization working side by side with team members you may always count on.

Enavate is a very special place. We are building organization of the Future by implementing Empowerment culture where each of us can release once full potential and achieve astonishing results.

# YOUR 1ST YEAR AT ENAVATE!



**GUIDANCE**



**TIMELINE**



**CODE OF MENTEE**



**FAQ**

*(Applicable for onboarded interns)*



**SCROLL NEXT**

# Let`s get started!

Hi! If you are reading this, you`ve made a great job! After many stages of competitive selection, you have been offered an Intern position at Enavate! We will do our best in helping you to find your career path here, but your dedication and hard work will be even more essential for our mutual success. We expect you to grow a lot and get your first PROMOTION to the next experience level in 1 year! Ready, steady, GO!

## Effective Mentorship

Each Intern is assigned with at least one Mentor to lead him/her through the Program. “Mentor” is a field professional who can provide you with practical knowledge, support and clear guidance that is needed for moving to the next experience level.

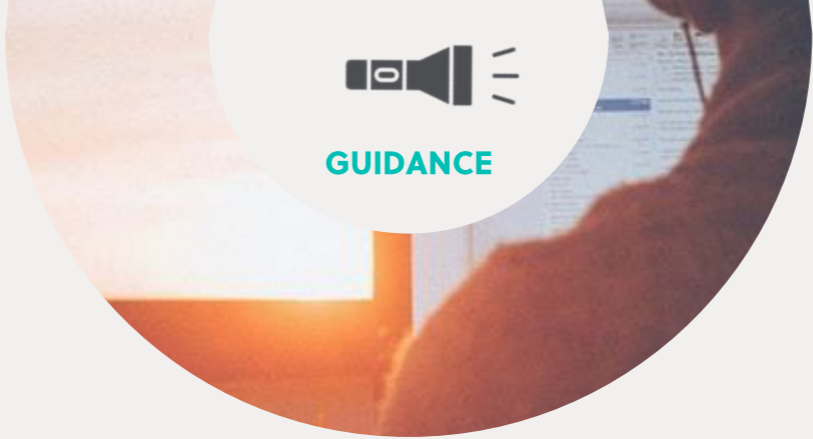
Mentor will:

- Provide you with constant workload
- Track your technical progress
- Be available to support if needed
- Give you constant and honest feedback
- Be your guru in the Company

Effective mentorship is a key to your growth, so if your cooperation does not work out well, we encourage both Parties to raise the red flags in time. Internship Coordinator will help you out or initiate the procedure of Mentor`s replacement if this is a good solution.

## Flexible Workload

We know that you still may be a student, and this is great! Flexible workload is what will help you to combine studying with new career. We suggest you starting with 20 hours per week. When we both are ready (you have time, and we have work to do) let`s increase your workload to 30 or 40 hours per week. Also, why don`t you agree on the schedule with the Mentor and adapt your workweek to your lifestyle.



## Compensation and Performance

Internship at Enavate is a compensation-based program. Compensation plan for 1 year ahead is fixed in your offer, your salary depends on your workload and performance.

To learn and develop fast you need frequent and honest feedback. That is why we have prepared special Compensation and Performance plan for the Internship program that will help you to track your success and feel inspired.

First half of the year we will sync-up with you and your mentor for the feedback sessions each month. Then once in 3 month and finally you`ll have your annual performance review where we expect you to be ready for experience level promotion.

Each sync up is an important milestone where you can get compensation increase if you are doing well or improvement plan if things are going wrong.

Go to the next page to see how the timeline looks like.



## Other Benefits

- Paid Time Off

At Enavate we have unlimited PTO program. No balances, no limits for time off. We believe that each of us can be accountable and wise about personal work-life balance.

- BYOD program

Do you have a good laptop that you could use for tasks to be done? Work on your personal laptop and get additional monthly money compensation from Enavate.

- English Academy

Your English level is important for your success. Attend free corporate English classes in your out of work time.

- Flexible Benefits Program

After your 6th month with us company will offer you quarterly compensations of your expenses for health/sport/education within your initial benefit plan.

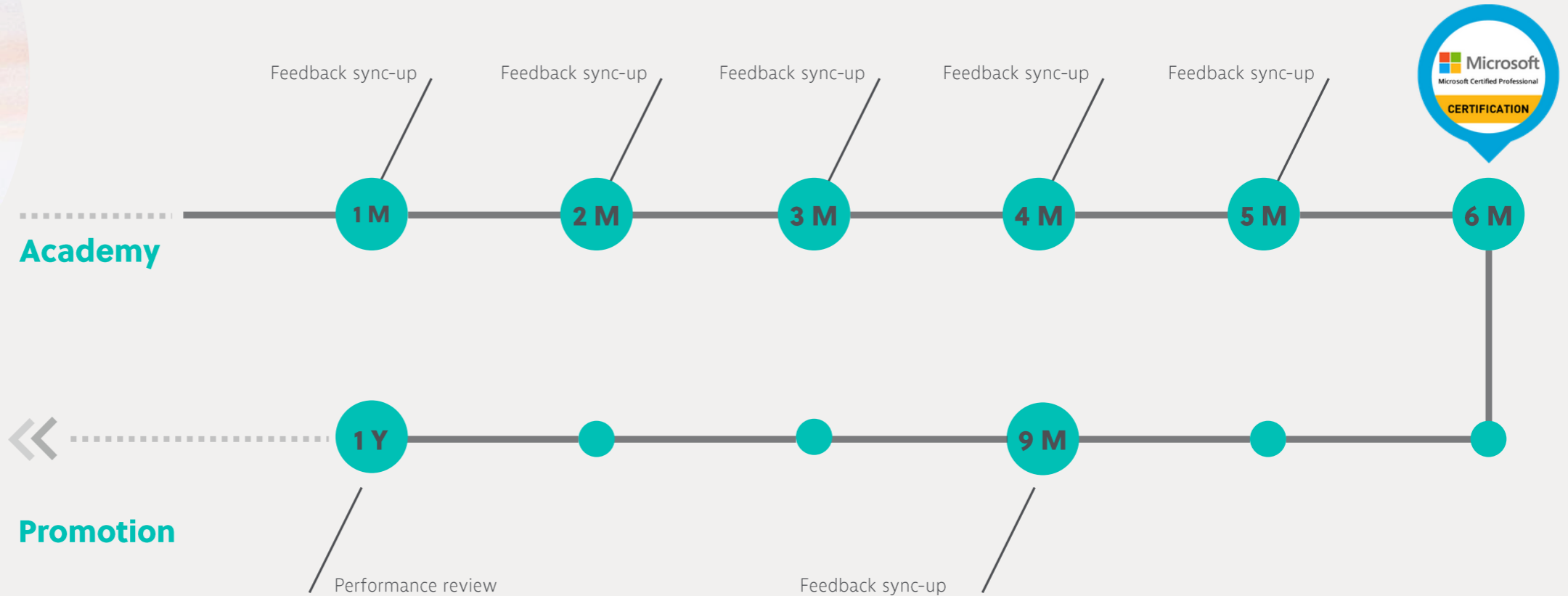
## Certification

Microsoft Certification is online examination that we expect you to pass successfully within your first half of the year with us. It is another important milestone on your way further. Company guarantees you with full exam cost compensation in case of successful pass.

# YOUR COMPETENCY AND COMPENSATION GROW TOGETHER



TIMELINE



This is the timeline of successful Internship case. Your performance will be discussed on feedback sync-up sessions. In case you are doing good - you move forward with the scheduled pay raise. In case your performance is not fulfilling you will be proposed an improvement plan. If performance problem is not fixed 2 sync-up sessions in a row, your internship program will be terminated.

## Discipline

Enavate is a very freedom-loving company. No one is going to control your working time, days off etc. Results is what we need. The only one who needs your discipline is YOU. You are in charge of your time management, communication with the mentor or the team and the fact that we know that you are doing a great job.

## Accountability

Accountability is what we value as gold at Enavate. Have you committed to fulfill the task by the end of the week? Stick to it or notify about your roadblocks in advance. Our word is our bond. This is what makes Enavate a company with a great reputation, so if you are one of us – be accountable!

## Cultural Integration

We would like our team members to be integrated to the company with its special culture of Empowerment. We will respect your personal boundaries, but please respect our company ones. Pay attention to our culture and to colleagues with whom you are working. Become a valuable member of our community. We are doing here something more than just selling our working hours for money. If this is not what would make you happy, maybe we are not a perfect match.

## Passion

this is the time for you to act, to be proactive and boost your professional growth. Do you like what you are doing here? Are you looking forward to gaining more knowledge? Finding new solution, getting over another milestone? – Good, then you are at the right place to be

## Loyalty

Our goal is to grow Enavate and to grow Microsoft Dynamics Community. However, we are not a charity project. Yes, we invest in you: time, money, energy, and trust. Maybe Dynamics world might appear not the best career path for you. We get this, you are a free person to leave whenever you want. However, we are counting on your loyalty to us for at least a year after the Internship in case you decide to stick with the Microsoft Dynamics world as your career domain. This is not a contract condition but a decent agreement between us to honor.

## Balance

Try to find your perfect balance between studying at university, internship and personal life. We will do our best to help you with this. Don't over exhaust yourself, but do not procrastinate as well. If you feel that something is not going well – speak up, bring up to your mentor or HRC coordinator anything that bothers you or stops your progress.



**CODE OF  
MENTEE**

**Who should I inform to if I need to take a day-off?**

Inform your Mentor and HR in advance, register your day-off in the internal system.

**According to my agreement, I work 20 hours per week. Will I be paid more, If I work and submit to D365 more than 20 hours per week?**

No, each team member is paid according to the agreed workload. One of our boundaries – We do not exhaust our Team members. In case any overtime project work is urgently needed, it must be communicated by Project Lead.

**I work part-time (20/30 hours per week), what should I do if I am ready to work more hours?**

Talk to your Mentor and Project Lead if it is possible to increase your workload on a project.

**Is it possible to have temporary changes to the work schedule due to my university needs?**

Yes, make sure your Mentor, HRC and the team you work with know about this change in advance.

**I need to attend all company meetings scheduled in my Outlook calendar?**

Yes, you should. If you have any doubts about a specific invite, ask your HRC or Mentor.

**Why is it important to have a Microsoft Certification?**

Microsoft Certification is a competitive upgrade to your Professional Profile (a CV shared with Clients). It makes your profile more competitive on the market proving that you confirmed specific area skills. What is more, team members certification gives benefits to the company status as a Microsoft Partner. One of our Company Strategic goals each year is to have 75% certified delivery team.

**How to start MS certification preparation?**

There is a Guide “How to start Microsoft Certification” located on Enable

**What if I have not passed the Microsoft Certification at my 6 months with the Company?**

It’s your 6-month Internship milestone that should be reached. No excuses.

**How to pass the Internship?**

There are no specific KPIs that measure your success. Together with your Mentor HRC representative pay attention to your responsibility, communication, progress and engagement to the teamwork. The company is interested to have a team member that we may count on.

**If I am not performing good, what should I expect?**

You Should expect fair feedback from your Mentor and points that should be improved during some short improvement period to continue the Internship with us.

**Is it necessary to attend the English Academy during the Internship?**

During Internship there is no obligation to attend English classes, primary focus must be on the Dynamics system. Only in case the English level is quite poor, an English teacher may insist on attending classes during the Internship. Also, there is a course of workshops dedicated to Basic business communication that is mandatory to attend (will be scheduled to your calendar).

**Where can I find materials from the Academy?**

Knowledge Sharing Hub > AX > Academy Materials on Teams

