



Welcome to Depth Interactive

2018 EMPLOYEE HANDBOOK

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We're so ha
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happy you're a
our team.



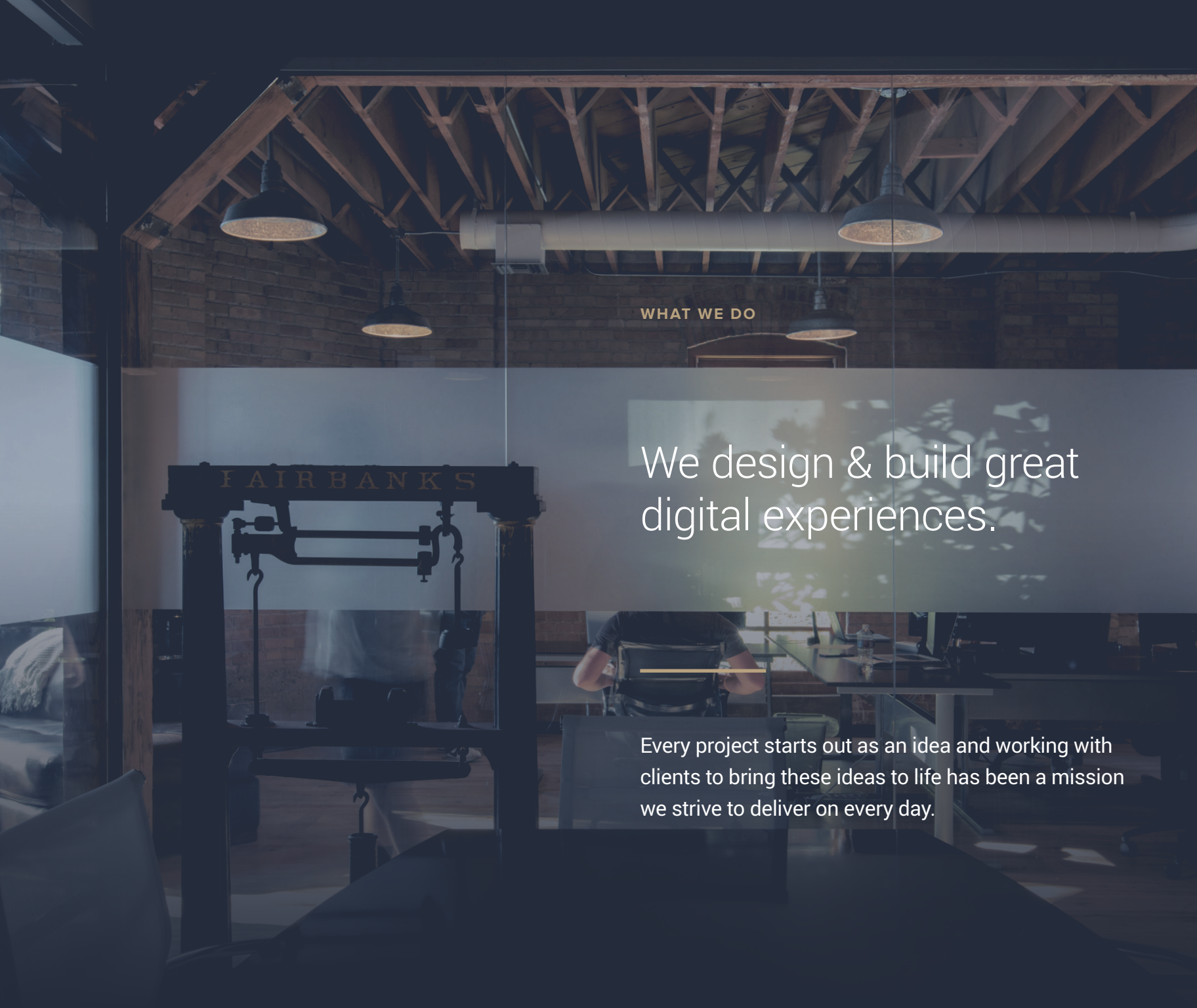
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DEPTH

Welcome

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WHAT WE DO

We design & build great digital experiences.

Every project starts out as an idea and working with clients to bring these ideas to life has been a mission we strive to deliver on every day.





WHO WE ARE

We are a team of thinkers and creators.

We work closely together and collaborate everyday, but also make sure we have plenty of time to shut the door and focus on the task at hand.

We work with a diverse set of clients around the world and every member of our team brings their unique talents to the projects we build together.

Our primary focus when building software is quality and that starts with planning and goes through to delivery and follow-up. Lastly, and most importantly, we like what we do day in and day out, we respect each other, respect the work, and are always thinking about what we can design and build next.

NO MATTER WHAT, WE ALWAYS STRIVE TO

Be Great

Building great software requires creativity, determination, technical expertise, focus, and collaboration, and we've worked to create an environment at Depth that encourages growth in all of these areas.

Be Smart

Working at Depth gives you the opportunity to work with a talented, passionate team on a diverse set of projects, and there is always time to try something new, learn a new part of the process, and take ownership over what you are building.

Be Humble

Lastly, and most importantly, we like what we do day in and day out. We respect each other, respect the work, and are always thinking about what we can create next.

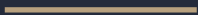
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So now that you've gone through the interview process, signed the contracts, and finally sitting at your desk, there are a couple things you should know.

We do have a unique way of doing things that will make this the greatest professional experience of your life, but it can take some getting used to.



RY

BE A SPONGE

One of the greatest tasks your first week is absorbing everything.

Getting to know the culture, the working and communication styles of the team, the problem projects, and goals means you'll be able to start the real work sooner and be more effective when you do.

AT?

DON'T BE AFRAID TO ASK QUESTIONS

There's no need to be scared, we promise we won't bite.

As you learn about our processes, projects, and people, don't be afraid to ask questions. We understand you'll be needing to get caught up and all of us will be respectful and happy to help with anything you need.

AYS

LET US HEAR YOU

Don't hesitate to speak up and make your voice be heard.

We encourage you to contribute and add value to our team. We'd love to hear your suggestions to solutions in team meetings and if you have a skill or ability you've been hired to bring to the table, open up and share.





TOOLS WE USE

 Bitbucket

 10,000ft

 invision

 Google Docs

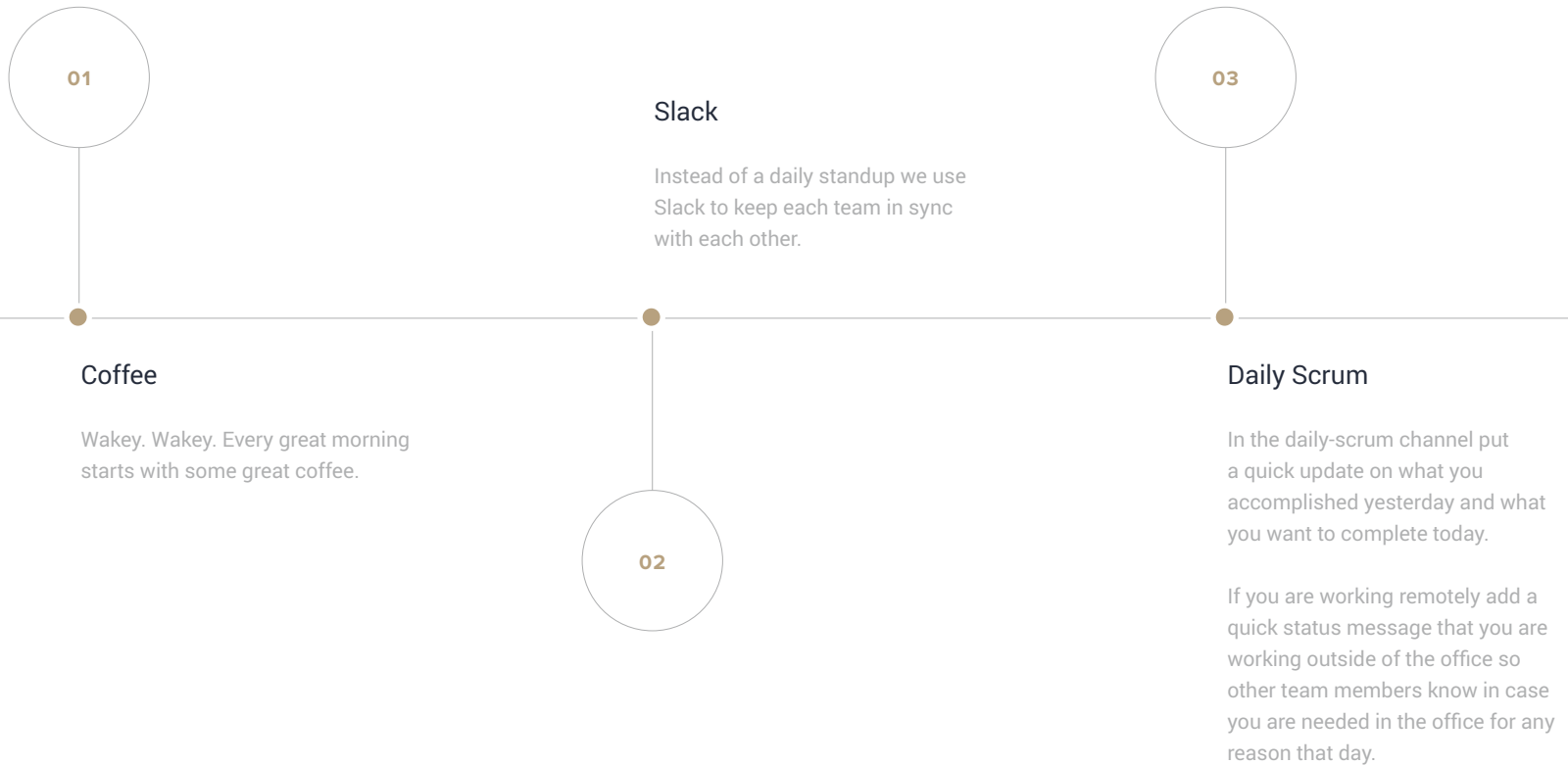
 Pivotal Tracker

 slack

 Sketch

 otaub

A sample of a normal work



Workday at Depth Interactive.

Work on Tasks

Find your first task in Pivotal Tracker mark it as started and start working. After completing the task and getting it on a dev server mark it as delivered and it will be put into the QA queue to be marked to be committed to a live server.

03

Time Entry

At the end of the day make sure the worked time and description is entered into 10,000ft and enjoy the feeling of success.

More Coffee

There's nothing better than an afternoon walk and pick-me-up from Dave at Mojo Coffee.

04

06



THE FINE PRINT

Core Hours

We work within the core hours of 10 am to 4 pm to make sure any member of the team is available for client calls, meetings, or collaboration. The extra hours needed to hit the billable time can be completed earlier or later in the day.

Billable Time

We strive to get at least 40 hours of billable time per week. The time could be split on internal projects or client projects.

Working From Home

Sometimes the best work can happen remotely and that works great at Depth. At the beginning of each week during the weekly project planning meeting we will determine which days everyone will be remote.

While working remote just be logged into Slack and available to come into the office if needed for meetings or random pow wows with the team.

Benefits

We have medical, dental, vision, and 401K. If you have any specific questions about benefits or need to make changes email becky@depthinteractive.com and she will make sure everything gets handled.

Getting Paid

This is always the best part. Our payment schedule is set up to automatically deposit your earnings on the 15th and last day of each month.

What To Wear

We like to be comfortable, but understand the importance of being professional. Please be mindful of your appearance when conducting any in person interactions with clients.

Vacation & Time Off

Take a vacation. Vacation is good for the mind and soul so remember to take them. We track all of our vacations through Google calendar, so it is easy to tell when people will be gone. When you know what days you will be out, send an email to the manager of the project you are on, and they will add it to the calendar.

If you are sick, message your project manager and let them know you will be out. We are also closed for every Federal Holiday so you can celebrate the birthday of Martin Luther King, Jr. in style

Once again,
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interactive.

