

# **Trainee Handbook**

**FOUNDED IN** 

2013



200+ PEOPLE IN OUR TEAM





## **60+ NEW PARTNERS**

#### **WHAT WE DO**

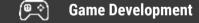


<b>(1)</b>	Web Development
------------	-----------------













## **Industry**





#### **RETAIL**

- Distributors
- Internet & Direct Marketing Retail
- Automotive Retail



#### **HEALTHCARE**

- Healthcare Equipment & Supplies
- Healthcare Providers & Services
- Life Sciences Tools & Services
- Pharmaceuticals
- Healthcare Technology
- Biotechnology



#### **FINANCE**

- Banks
- Multi-Sector Holdings
- Specialized Finance
- Investment Banking & Brokerage
- Financial Exchanges & Data
- Insurance



#### **CONSUMER SERVICES**

- Restaurants
- Resorts & Cruise Lines
- Education services



Kyiv, Business Center "Palladium City", Antonovycha street, 172

Zaporizhzhya, Volhohrads'ka street, 26a

#### **Our Offices**

# What we offer



08



- The internship takes 1 to 3 months. Its ending depends on your knowledge, skills, and the desire to develop as an employee within the company at the end of the internship,
- It is convenient to combine work and study, because we have a flexible 4-8 hour schedule, which trainees can adjust in a comfortable way for themselves and discuss with a mentor,
- The internship takes place in the office, mentored by the best technical specialists of the company.

### **General Information**



- Help and support of an employee in any situations,
- Employee's surveys on satisfaction with their job, work processes, projects, offices, infrastructure etc.,
- Comfortable offices we change your workplace arrangement by request, ensuring all desirable hardware and furniture.

### **General Information**



 If the internship is completed successfully, we hire you. After hiring, you get an entry bonus of \$200 to your first salary.

# The system of financial motivation during the internship



- Recurrent salary reviews,
- Employee's surveys on satisfaction with their salary,
- Financial meetings with employees on their financial growth.

Financial motivation after the successful end of the internship



- Individual development plan created for each trainee,
- 3-month English classes from our teachers to improve your level,
- 1-on-1 meetings once a month to discuss the trainee's progress and help them develop,
- Lectures and workshops by the experienced specialists of the company,
- Knowledge bases with useful and insightful information for each department,
- Opportunity to take part in events beyond company such as hackathons and fairs.

## **Trainee growth**



- Team corporate events,
- New Year, Programmer's Day, spring, and summer corporate parties,
- Cozy gatherings with employees.

# Workplace social climate



Corporate discounts.

# Services for trainees





# Recruitment Process

This document is the property of Computools LLC. No part of this document, in whole or in part, may be reproduced, stored, transmitted, or used for design purposes without the prior written permission of Computools LLC. This document is for information purposes only.



#### **Computools.com**





<u>hr@computools.com</u>



**Telegram** 



+380688384504



<u>Facebook</u>



<u>Instagram</u>



<u>Linkedin</u>



DOU

#### **Contact us**