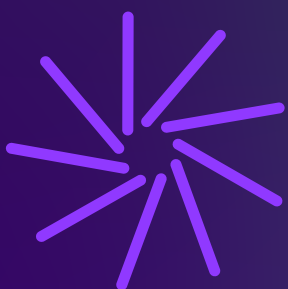


A playbook for

your first 12 weeks with Pwrteams

Step-by-step team augmentation plan.



a Nortal company
Pwrteams

Getting ready to build your team

At Pwrteams, we believe building the right team is the foundation for lasting success.

This guide takes you through what happens once you've made the exciting decision to start your journey with us - from receiving your job descriptions to your new team becoming an integral part of your organisation.

The 12 weeks officially start once we align on your hiring needs and receive approved job descriptions.

From there, we move quickly, finding the right people, building your team, and getting them ready to deliver real impact.

Every step of the way, your dedicated Pwrteams experts will guide and support you.

We take care of the recruitment, hiring, onboarding, and integration, so you can stay focused on driving your business forward.

This playbook outlines:

- What happens during each stage of the process
- Key milestones and expected timelines
- How we work together to ensure success

Because at Pwrteams, it's not just about building teams. It's about building partnerships that thrive.

Let's get started.

12 Your First weeks at Pwrteams

While this guide outlines a typical 12-week journey based on our proven experience, it's not a rigid blueprint. Every client and every project is different. Think of this as a roadmap rather than a rulebook, we adapt the process to fit your needs, your timeline, and your goals.



Our experience shows what works best, but your project remains unique, and so will our approach. Here's what your first 12 weeks with us may look like:

Phase	Weeks	What happens
Kickoff & alignment	Week 0-1	Finalising role requirements, agreeing on timelines, and setting expectations.
Recruitment & selection	Week 2-6	Sourcing, screening, and presenting candidates. Client interviews and selects.
Hiring & setup	Week 6-8	Offers accepted, contracts signed, IT and workspace ready.
Onboarding	Week 9-10	New team members officially join, onboarding and training completed.
First deliverables	Week 11-12	Team is operational, first project milestones reached, feedback cycle starts.

Successful collaboration starts with clear communication and knowing who's who. To make everything simple and transparent, here's an overview of the key people involved at each stage, both on your side and ours. You'll always know exactly who to contact and who's guiding each part of the journey.

Phase	Client Roles	Pwrteams Roles
Kickoff & alignment (Week 0-1)	Business Decision Maker (CEO/CTO/Head of Engineering)	Client Partner, Talent Acquisition Partner
Recruitment & selection (Weeks 2-6)	Hiring Manager, Team Lead, Interviewers	Talent Acquisition Partner, Client Partner
Hiring & setup (Weeks 6-8)	Hiring Manager	People Partner, IT Support, Client Partner
Onboarding (Weeks 9-10)	Hiring Manager, Direct Manager, Team Lead	People Partner, Client Partner, Onboarding Team
First deliverables (Weeks 11-12)	Project Manager, Direct Manager	People Partner, Client Partner

Phase 1:

Kickoff & alignment

Your journey officially begins the moment we receive your approved job descriptions.

This is where we align expectations, set priorities, and lay the foundations for a successful collaboration.

During this phase, we focus on creating a shared understanding of your goals, technical needs, and cultural expectations, so we can find the right people, not just the right skills.

At this early stage, there's no formal contract to worry about. We believe in building trust first. After our initial pre-kickoff discussions, we'll send over a simple initial contract for you to sign. But rest assured, **you won't be charged anything unless you formally accept and onboard your new team members.** It's a completely risk-free start to our partnership.

What happens in Week 0–1:

Kickoff meeting

- Meet your dedicated Client Partner and Talent Acquisition Partner.
- Deep dive into your business model, tech environment, and team culture.
- Align on role profiles, seniority expectations, and team structure.

Recruitment strategy alignment

- Define timelines for candidate presentation and hiring.
- Confirm flexibility options: must-haves vs. nice-to-haves.
- Identify any specific market nuances or requirements (locations, working hours, security standards, etc.).

Process & communication setup

- Agree on interview formats, time zones, and communication channels.
- Introduce our collaboration and tracking tools. (locations, working hours, security standards, etc.).

Key deliverables by the end of Phase 1:

- Finalised role descriptions and candidate profiles.
- Agreed on the recruitment timeline and milestones.
- Smooth communication flow between your team and Pwrteams.

At Pwrteams, we believe that every successful project starts with a clear map. And in this phase, we're making sure we're reading the same map together.

Phase 2:

Recruitment & selection

This is where the action really kicks in.

With your team requirements fully defined, we launch the recruitment campaign and start building your dream team.

Our focus is not just on skills, it's on finding people who will fit seamlessly into your way of working and your culture.

No upfront commitment.
No charges until you accept and
onboard your new team members.

What happens in Week 2-6:

Recruitment campaign launch

- We source candidates from top talent markets across Central and Eastern Europe.
- Our Talent Acquisition Team screens profiles carefully for technical skills and cultural fit.

Candidate pre-screening & interviews

- We conduct initial interviews (1-2 rounds) to ensure candidates meet your expectations.
- You'll receive a curated shortlist - no resume overload, just quality matches. (locations, working hours, security standards, etc.).

Client interviews

- You interview the shortlisted candidates directly.
- We coordinate all interview logistics to make the process smooth and efficient.
- You remain fully in control of the final selection.

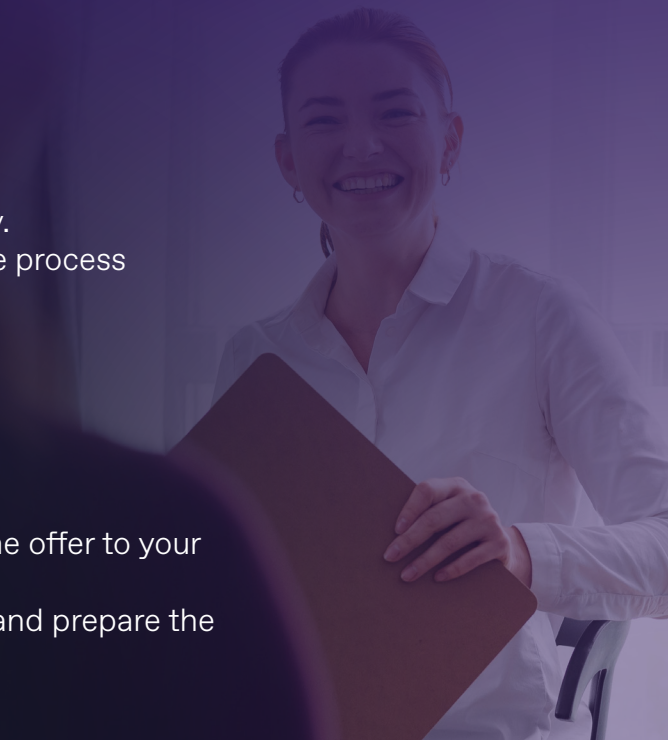
Offer & acceptance

- Once you give the green light, we will present the offer to your selected candidates.
- Upon acceptance, we initiate hiring formalities and prepare the next steps.

Key deliverables by the end of Phase 2:

- Shortlist of qualified candidates for each role.
- Final interviews and selection completed.
- Signed offer letters and confirmed start dates.

Recruitment can often feel overwhelming. But with Pwrteams, you get a streamlined, transparent process, designed to connect you with the right talent faster.



Phase 3:

Hiring & setup

With your future team members selected, it's time to make everything official and prepare them for a seamless start.

During this phase, we focus on formalities, technical setup, and making sure your new team is ready to hit the ground running from day one.

Right fit from the start.
96% of candidates pass their
trial period successfully.

What happens in Week 6-8:

Employment contracts signed

- Pwrteams handles all employment formalities: contract signing, compliance, payroll registration, benefits enrollment, and confidentiality agreements.
- You can trust that every hire is fully compliant with local labor laws.

IT and workspace setup

- We prepare and configure secure workstations, accounts, VPNs, and collaboration tools.
- Hardware is issued, tested, and security measures are verified (encryption, backups, firewall protections).

Internal pre-onboarding

- Your new hires complete mandatory GDPR and security awareness training.
- We prepare internal documentation and training materials for a smooth transition.

Client-specific preparation

- Together, we plan your onboarding sessions (processes, tools, team intros).
- Potential business trips for face-to-face onboarding can be scheduled where needed.

Key deliverables by the end of Phase 3:

- Employment contracts finalised.
- IT infrastructure is fully operational.
- All internal pre-onboarding and security requirements have been completed.
- Start dates are fully confirmed.

We believe starting strong leads to growing strong. That's why we focus so much on setting up a safe, secure, and motivating work environment, even before Day One.

Phase 4:

Onboarding

It's time to officially welcome your new team members.

After weeks of preparation, your team is ready to integrate into your organisation and start working towards your goals.

A strong start is crucial for long-term success, and at Pwrteams, we make sure the onboarding experience is smooth, structured, and motivating.

Full clarity, no surprises.
Open-book, cost-plus pricing
model with no hidden fees.

What happens in Week 9-10:

First official workday

- Your new team members are welcomed with a personalised onboarding session.
- All technical setups (hardware, VPN, internal systems) are activated and tested.

Client-specific onboarding

- Introduction to your company's tools, workflows, and processes.
- Kick-off meetings with their direct managers and teammates.
- Alignment on project objectives, working styles, and communication preferences.

Pwrteams support & integration

- Our People Partners continue to support each employee's integration journey.
- Regular check-ins during the first days to ensure all systems, accesses, and processes are running smoothly.
- First feedback loops: we proactively gather early feedback to correct any small friction points.

Key deliverables by the end of Phase 4:

- All team members fully onboarded into your systems and workflows.
- Clear understanding of project goals and expectations.
- Early feedback session completed between Pwrteams and client.

Onboarding isn't just a checkbox for us. It's the beginning of building engagement, trust, and motivation - the real foundation for a team that grows and delivers long-term.

Phase 5:

First Deliverables

The team is now fully onboarded and ready to deliver.

The final phase of your first 12 weeks focuses on activating your new team's potential and building momentum from the start.

We believe that early wins set the tone for long-term success. That's why we stay close, supporting both you and the team through these crucial first deliverables.

Stable teams that stay.
Our employee retention rate is
above market average, at 95.7%.

What happens in Week 11-12:

Start of project work

- Your new team members are fully operational within your projects.
- They contribute to real deliverables, not just training exercises.
- Regular sprint meetings, standups, or project reviews start happening.

First deliverables completed

- Depending on the project scope, the team achieves their first tangible outcomes, whether it's a sprint goal, a feature delivery, a technical analysis, or a successful release.

Performance check-ins

- We conduct early performance feedback sessions between you, the team, and Pwrteams' People Partners.
- This ensures any adjustments needed for performance, communication, or expectations are made early.

Ongoing support setup

- Your dedicated Client Partner and People Partner remain active, ensuring long-term collaboration runs smoothly.
- If needed, scaling plans, roadmap reviews, or resource adjustments are discussed here.

Key deliverables by the end of Phase 5:

- The team is fully integrated into your operations.
- First project deliverables completed successfully.
- Early feedback cycles conducted and action plans (if needed) agreed.

At Pwrteams, we don't just deliver people - we deliver performance. By the end of the first 12 weeks, you'll have a team that feels like your own: motivated, connected, and ready to grow with you.



What happens after 12 weeks

The first 12 weeks are just the beginning.

By now, your new team is fully operational, aligned with your goals, and delivering meaningful results. But our partnership doesn't end here.

At Pwrteams, we see ourselves as more than a service provider, we are your partner in long-term success.

Scale up or down, stress-free.
Adjust your team as needed with
no volume commitments or penalties

Here's what you can expect going forward:

Ongoing partnership support

- Your dedicated Client Partner continues to work closely with you, ensuring the team's performance, satisfaction, and retention remain strong.
- Regular business reviews help track progress, tackle challenges, and adjust plans as needed.

Continuous talent development

- We invest in your team's growth through professional development programs, technical training, and engagement initiatives.
- Our goal is to keep your team motivated, evolving, and ready for new challenges.

Flexible scaling

- Need to grow faster? We're ready.
- Need to adapt the team size based on project cycles? No problem.
- Our model is built to give you the flexibility to scale up or down, without the headaches.

Transparent communication

- Open, honest updates. Clear action plans.
- You'll always know exactly where we are and what's coming next.



The power of **together.**

Looking ahead

Choosing the right partner is just as important as choosing the right team. With Pwrteams, you get both.

Because the real power of a successful partnership isn't just in the start. It's in building something strong, sustainable, and future-ready together.

Let's keep building.
The power of together



Real results: from first steps to long-term growth

Many of our client partnerships have followed this journey - starting small, building momentum, and scaling over time.

A great example is **Funding Circle**, a FinTech company, who trusted us to help them set up their new R&D hub.

What started with a compact team of Ruby engineers quickly grew into a full division of nearly **30 highly skilled engineers and support professionals**. A collaboration that has been thriving since 2015, driven by shared values, strong team culture, and mutual trust.

It's proof that with the right foundation, there's no limit to what we can build together.

Learn more 

