

Working at Board & Vellum

Each year, we refine B&V's strategic plan – this Pre-Orientation Brief summarizes some of the key points of the plan as they will apply to your day-to-day work, should you join our team.

During your orientation, we will share our strategic plan with you, along with a version of this document, which serves as a brief “cheat-sheet” of what a high-performing team member broadly means at B&V, and is intended to provide clarity on what is expected of all of the awesome people who work here.

What will be expected of your general approach to work?

- You will understand your team members' goals and help them achieve them.
- You will have a positive attitude and always assume people have the best intentions.
- You will do what you say you're going to do, or give people prior notification if you can't.
- You will be an excellent communicator and/or work with your team to ensure the team communicates clearly and respectfully.
- You will be proactive, take initiative, and anticipate questions.
- You will advocate for yourself and your teammates to let others know how they can help you.
- You will recognize and practice the value of “managing up”.

What will be expected on a typical billable or overhead project?

- You will communicate clearly and transparently with clients as a project lead. This includes sending weekly recap emails and consistent fee updates.
- You will complete your timesheets in a timely fashion.
- You will support your team and never leave anyone solo on a deadline.
- You will relish all your tasks, even the less glamorous ones, as you recognize the value of learning and building camaraderie with your team.
- You won't always get to pick and choose the projects or tasks you work on. Sometimes, even when you're not good at something, you will still have to do it with the understanding that we can't always partner people with complimentary skills together when someone isn't great at a task.

- You will have all documentation double-checked. You understand that inviting in review and multiple viewpoints strengthens our work.
- You will prioritize tasks. You will know what is important and what our scope and fee is. If you don't, you will ask.
- You will value the concept of work/life integration and recognize that the freedom to curate your schedule is balanced with the responsibility to complete tasks assigned to you, or promised to our clients. This may mean some weeks see more work than others which can afford (as deadlines allow) time off in the following weeks.

What do we expect of our teams and team members?

- We expect you to innovate, pursue excellence, and take risks. We will have your back when you fail.
- We expect to hear from you about how we can help you and will prioritize providing training and resources to staff who are committed to excellence.
- We hope you feel comfortable enough to bring your whole self to the workplace. Team members who bring their whole personality, faults, and strengths, to the table are better able to build trust with each other. We have deep empathy for our team and this is a key component of work and life integration here.
- We will provide you with critical feedback as well as praise, and we expect you to do the same. This should happen regularly and respectfully.
- We expect honesty and frank self-assessments of your skills.
- We expect you to understand your scheduled workload and communicate to your Project Leads what you can or cannot do. Advocate for yourself.
- We recognize that what you need is not what everyone else needs, and expect you to recognize the same. We commit to communicate about diversity and the value it brings to what we do.
- We expect you to know that we do our best to provide you with the best benefits in the industry and a workplace that is constantly trying to be a better place to work. We recognize that a core value of creating a great place to work is in the reward of producing beautiful work with stunning colleagues. Our benefits are rewards for hard work not the reason to work here.
- We expect you to know our firm values, the goals and intent of the strategic plan, and to how you can help achieve those goals.

**We are fortunate to have a stunning team of talented people,
and happy welcome you to B&V!**