

# HYPERFINE

## Hyperfine.io's Communication Tools

Do you find yourself debating which Slack channel to post in or which platform has the most up-to-date information you're looking for?

To help you get the information you want and need, the table below outlines the purpose of our 7 company-wide communication tools and how each tool supports employees.

Company-Wide Communication Tools			
Tool	Purpose	Recommended Engagement	Sample Message Types
<b>One Fell Swoop (aka the Intranet)</b>	One-stop shop for all happenings, plus helpful resources and editorial storytelling  <b>Intended Outcome:</b> Home Base, Organization, Efficiency	Check digital platform at least weekly*  <i>*Digital Workplace is your search engine homepage at launch</i>	<ul style="list-style-type: none"><li>● Announcements</li><li>● Resources</li><li>● All-Access company Apps</li><li>● Employee articles</li><li>● Pet of the week</li><li>● Company meetings</li><li>● Engagement calendar</li><li>● New hires</li></ul>
<b>All Staff</b>	Live communication from our leaders and updates across company	Attend meeting via Zoom each month	<ul style="list-style-type: none"><li>● Employee engagement</li><li>● Updates from CEO</li><li>● Company news</li></ul>

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	<p><b>Intended Outcome:</b> Trust, Community, Transparency</p>		<ul style="list-style-type: none"> <li>● Product updates</li> <li>● Pulse survey results</li> </ul>
#announcements	<p>High-priority company-wide information and action items</p> <p><b>Intended Outcome:</b> Awareness, Action</p>	Check Slack channel at least daily	<ul style="list-style-type: none"> <li>● News</li> <li>● Change impacts</li> <li>● Product launches</li> <li>● Leadership messaging</li> </ul>
Hyperfine Action Item Emails	<p>Important information and action items for employees</p> <p><b>Intended Outcomes:</b> Awareness, Action</p>	Check your company inbox daily for urgent emails	<ul style="list-style-type: none"> <li>● HR-related action items and deadlines (i.e. open enrollment, performance management timelines and resources)</li> <li>● Important IT updates and system changes</li> </ul>
Monday Morning Memo	<p>A roundup of all-company announcements, Slack posts and links relevant to every employee from the previous week</p> <p><b>Intended Outcomes:</b> Awareness, Repetition</p>	Read “newsletter” in your company inbox every Monday morning	<ul style="list-style-type: none"> <li>● Recap of weekly items ‘To know, To do and To Share’, pulled from two Slack channels: #announcements &amp; #swoopingin</li> </ul>
#swoopingin	<p>Non-urgent information that is relevant to the entire company</p> <p><b>Intended Outcomes:</b> Awareness, Collaboration</p>	Check Slack channel at least weekly; All employees are welcome to contribute*	<ul style="list-style-type: none"> <li>● To Do’s</li> <li>● Updates</li> <li>● Surveys</li> <li>● Accomplishments</li> </ul>

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<p><b>#chitchat</b></p>	<p>Break up your workday by chatting with fellow employees about non-work related topics</p> <p><b>Intended Outcomes:</b> Connection, Fortify Culture</p>	<p>Up to you on how often you check and contribute to this Slack channel</p> <p><i>*Review updated Slack Guidelines and Best Practices</i></p>	<ul style="list-style-type: none"><li>• Anything off topic and not work-related (but work appropriate*).</li></ul> <p><i>*employees should treat one another with respect to help foster an environment that promotes tolerance, understanding and support</i></p>
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