

New Hire Checklist

New Hire Orientation

| | | |
|--------------------------|-----------------------------------|-----------------|
| <input type="checkbox"/> | Office Walkthrough | Manager |
| <input type="checkbox"/> | HR Orientation | HR/Receptionist |
| <input type="checkbox"/> | Sexual Harassment/HR Video | Receptionist |
| <input type="checkbox"/> | Paperwork filled out/FedEx/d | Receptionist |
| <input type="checkbox"/> | Supervisor Meeting (expectations) | Supervisor |

Account Setups

| | | |
|--------------------------|---------------------------------|--------------|
| <input type="checkbox"/> | Domain/Email accounts | Corporate IT |
| <input type="checkbox"/> | IM account (email format) | Supervisor |
| <input type="checkbox"/> | Email signature block | Supervisor |
| <input type="checkbox"/> | Create File Record | Supervisor |
| <input type="checkbox"/> | Create Nametag for desk | Receptionist |
| <input type="checkbox"/> | Take picture for new hire Board | Receptionist |
| <input type="checkbox"/> | Issue access card | HelpDesk |
| <input type="checkbox"/> | Phone Extension/ACD login | HelpDesk |

Overview

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|--------------------------|---|------------|
| <input type="checkbox"/> | Knowledgebase/SharePoint overview (JQR intro) | Supervisor |
| <input type="checkbox"/> | Tickets/Reports overview | Supervisor |

