



Instruction

It is important to complete activities before the first day. This is our opportunity to make a great first impression.

PRE-ONBOARDING NEW HIRE CHECKLIST

- FILL OUT “RELIAS NEW HIRES” FORM AND EMAIL IT TO TRACY MARTINEZ FOR RELIAS TRAINING LOGIN

- EMAIL ITSERVICEDesk AT LEAST 2 DAYS IN ADVANCE IF POSSIBLE. INCLUDE:
 - STAFF NAME
 - DATE OF HIRE
 - OFFICE LOCATION (FREDERICKSBURG CORP)
 - SUPERVISOR
 - COMPUTER/MONITOR (AS NEEDED)
 - OFFICE #
 - NETWORK LOGIN
 - T DRIVE/UDRIVE ACCESS
 - KEY CARD
 - EXTENSION (OR REASSIGNMENT)
 - OUTLOOK SETUP

- PUT SUPPLIES IN THEIR OFFICE (Depends on Role):
 - TRASHCAN
 - STAPLER
 - STAPLER REMOVER
 - TAPE DISPENSER/TAPE
 - SCISSORS
 - RULER
 - CALCULATOR
 - SUPPLY HOLDER
 - NOTEPAD
 - PENS/STICKY NOTES

PRINT OUT NEW HIRE DOCUMENTS AND PUT IN A FOLDER W/ THEIR NAME:

- "NEW HIRE FYI"
- EMERGENCY EVACUATION PROCEDURES
- EXTENSION LIST
- SHARED SERVICES DEPT PHONE LIST
- HOW TO SEND AN ENCRYPTED EMAIL
- CELL AND MOBILE DEVICE DOS AND DONTs