

NEW EMPLOYEE & EMPLOYEE TRANSFER/PROMOTION ADMINISTRATIVE CHECKLIST

NAME: _____

LOCATION: _____

JOB TITLE: _____

DEPARTMENT: _____

MANAGER: _____

START DATE: _____

BEFORE EMPLOYEE STARTS

- Nameplate (email order to Tammy at torr@wendellsinc.com) (for Exec – all caps and add title)
- Business Cards (update Business Card List Master and order appropriate cards) (see admin manual for instructions)
- Introduction meetings
 - For Account Specialist use the New Employee Orientation Schedule form (HR-Admin drive), print and give copy of schedule to Account Specialist
 - For Sales Account Executive use Basic Training for Account Executive (SALES003), print and give copies to VP of National Sales and Account Executive
- Personalized notepads (Exec/Sales only) (see admin manual for instructions)
- Clean and set up office/cubicle (Exec/Sales/CSR only)

DAY EMPLOYEE STARTS

Telephone Number assigned by IT (Exec/Managers/Office Employees/some production employees)

Desk # _____ Ext. _____ Cell # (if applicable) _____

- Add to intranet Company Directory Staff Members profile
- Add to printed Employee Phone Directory on HR-Admin/Admin Assist/Phones drive

Intranet

- Add employee to Company Directory: name, title, phone number, department, photo (Photos are saved in Groups/Company Pictures/Active drive)
- Add to After Hours Directory (Production Contacts/Sales/CSRs/IT only)
- Add to IT After Hours list on IT Support page (IT only)

PIT Trainings Production employees only

Which training is needed: P1 P7 P11 F1 F3 F4 F5 Clamp truck / Sit down forklift / Scissor lift

- Employee completes video trainings and tests Date written test(s) completed _____
- Notify trainers when employee completes video(s) Date hands-on-training completed _____
- Scan tests and save in HR-Admin/Safety PIT folder
- Enter information in PIT spreadsheet in HR-Admin/Safety PIT folder

Office keys (Exec/Managers/Leads/IT)

- Fill out Key_Security_Form on HR-Admin/Administrative Assistant Files/Campus Floorplans & Keys and file in drawer
- Record key number and update floorplan on HR-Admin/Administrative Assistant Files/Campus Floorplans & Keys
- For Master Key or Server Room key - update BP Physical Key Distribution spreadsheet on SecurityProgram/BP Keys and email copy to VP of IT

Misc

- Collect Personal Auto Insurance Coverage (HR078) form for Executives and Sales Account Executives