

## New Employee Set-up

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To be filled out by HR.

### New Employee Information:

Employee Start Date \_\_\_\_\_ Tentative Firm

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Preferred Name \_\_\_\_\_

Title \_\_\_\_\_

#### Type of Position:

##### Check one

- New Position
- Replacement Hire

Person replaced: \_\_\_\_\_

#### Business Cards:

- Yes
- No

Deliver to: \_\_\_\_\_

#### Computer Needed:

- Yes
- No

#### Name Tag Needed:

- Yes
- No

Type/Size: \_\_\_\_\_

Deliver to: \_\_\_\_\_

Parking Space: \_\_\_\_\_

Date Sent to IT/Mtg/John \_\_\_\_\_ HR Signature

To be filled out by HR

#### Announcement (300 characters or less)

Date Completed/Sent to Marketing \_\_\_\_\_

Signature \_\_\_\_\_

To be filled out by IT

Email \_\_\_\_\_

Date Sent to HR/Marketing \_\_\_\_\_

Phone extension \_\_\_\_\_

IT Signature \_\_\_\_\_

### New Employee Set-up

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To be filled out by Marketing

**Date Complete**

**Task**

\_\_\_\_\_

Name Tag

\_\_\_\_\_

Announcement Posted

\_\_\_\_\_

Added to TIC

\_\_\_\_\_

New Employee Photo

\_\_\_\_\_

Business Cards Ordered

**Date Completed/Sent to HR** \_\_\_\_\_

**Marketing Signature** \_\_\_\_\_