

New Employee Orientation Checklist

(Listed in Alphabetical Order)

Computer Training: (Information Technology)

Outlook/Email “How-to”s

- Login to the network
- Login to your email both from Outlook and from the web
- Change password
- Change signature
- Modify the auto response (Out-of-Office)
- Change fonts and other settings
- Creating Folders
- Check junk mail
- Accept Challenge/Response messages
- View your calendar and calendars shared to you
- How to receive faxes from your PC

Computer “How-to”s

- Track-It!
- View/request the mailing/distribution lists
- Login to ACS (if applicable)
- View the intranet web page (info.worddome.net)
- Mapping public drives (i.e. “I” drive)
- Map a printer to your station
- iTunes®

Introduction:

- HR Orientation (HR)
 - Handbook
 - Benefits Paperwork
- Tour of all facilities
 - Campus A (including upstairs)
 - Main Lobby
 - Inclement Weather Locations (Hallways)
 - Fire Evacuation Plan
 - First Aid Kit Location
 - Campus B
 - Rooms, Functions and Seating Capacity
 - Inclement Weather Locations (Main Sanctuary)
 - Fine Arts Trailer
 - Annex
 - Rock
 - Zeal
 - Children’s Modular

Manager’s One-on-One: (Hiring Manager)

- Org Chart
- Role Expectations
- Ministry/Department Structure
- Services Rendered (i.e. Audio renders mics, headsets, etc, for VPs, special mtngs, special services, etc)
- Weekly Activities/Services/Fellowships
- Meetings Schedule
- Communications Template

- Manager's Approvals (if applicable)

Printer/Copier Use: (IT)

- Printer Mapping and Locations
- Scanners
- Copier Codes
- Paper Supply/Location
- Reporting Errors/Issues Immediately

Purchases/Requests: (IT)

- Online Forms
- Office Supplies and Forms
 - officesupplies@worddome.net
 - vs. Ministry Supplies
- Purchases and Forms
- Requesting IT support
- Audio Requests
- Room Requests
 - Forms
 - Peter/virtualEMSlite
 - Room Inventory Matrix
- Badge/Key Requests
- Announcements
- Equipment Checkout

Resources: (Operations)

- ID Badge
- Postage & Sending Mail
- Mailbox
- Employee Roles and Responsibilities Sheet
- Ministries Directory
- Master Calendar
- Added to mailing lists

Telephone Training: (IT)

- Telephone Number Use (Primary/Secondary and DID)
- Speed Dial List and Template
- General Telephone Information (Including Volume, Display, Ringer, Redial, etc)
- Voicemail Set-up and Use (Internal and External)
- Long Distance Code
- Employee Phone List
- Voicemail & Telephone Booklets

Team Building: (HR)

- Team Confession
- Leadership Team Quote
- The Professional inserts/binder
- The Trust Manual