

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. “T” 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