

EMPLOYEE NAME: HIRE DATE:	DEPT/DIVISION	DATE SUBMITTED /INITIAL	DATE RECEIVED/ INITIAL
<b>NEW EMPLOYEE:</b>			
Introduction to office / co-workers			
Desk area set up			
Name plate correct			
Business cards correct			
Key to office suite works			
All system access work			
In-processing with Human Resources on first day			
Access card received & works to all areas assigned			
Office supplies requested			
Given introductions to other department staff and key personnel			
Tour of City Hall			
Scheduled time to learn calendar appointments			
Timesheet process covered by admin			
Shown how to access & use internet, extranet and other systems such as Naviline and Visionlive.			
Birthday form completed & return to admin; emergency contact information relayed to admin			
Attended 3 day Orientation with Human Resources/Risk Management			
ICS 100 complete & certificate sent to Supervisor/Manager/Director			
NIMS 700 complete & certificate sent to Supervisor/Manager/Director			

Employee Signature \_\_\_\_\_ Date completed: \_\_\_\_\_

Finance Department Director/Manager/Supervisor: \_\_\_\_\_ Completed: \_\_\_\_\_