**To complete before a new employee joins the company**

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| --- | --- | --- | --- |
|  | **Status** | **Person in Charge** | **Comments** |
| **Clean DESK SPACE AVAILABLE** |  |  |  |
| **COMPUTER SETTINGS ok?** |  |  |  |
| **E-MAIL ID set up?** |  |  |  |
| **TASK LIST emailed to their computer?** |  |  |  |
| **Who is the supervisor?** |  |  |  |
| **Who is the mentor? (if applicable)** |  |  |  |
| **PERSONALITY TEST** |  |  |  |
| **OFFICE INTRODUCTION** |  |  |  |
| **Sign temporary CONTRACT** |  |  |  |