**New Employee Onboarding**

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| INFORMATION |
| **Employee name:**  |  | **Birthday:** |
| **Address:**  |  |
| **Telephone number:**  | *cell:*   *home:*  |
| **Employment Date:**  |  | **Job Title (Grade, Step):** |  |

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| --- | --- |
|  Before first day of work (Direct Manager) |  Administration (Admin Assistant) |
| ☐ | Staff email account and computer login | ☐ | I-9 Form  |
| ☐ | Send dress code policy | ☐ | W-4 Form  |
| ☐ | Add to schedules in google drive and share (viewonly) | ☐ | ADP Direct Deposit Form |
|  First Day of work (Designated Photographer) | ☐ | Employee Acknowledgement Form |
| ☐ | Photo for library website | ☐ | Emergency Information Form  |
|  Library Tour and Introductions (Direct Manager) | ☐ | Conflict of Interest Form |
| ☐ | Adult, Teen and Youth area | ☐ | Use of Technology Form |
| ☐ | Staff break room and restroom | ☐ | Hartford Life Insurance Form |
| ☐ | Processing Room | ☐ | Health, Vision, Dental Insurance Forms (if applicable)  |
| ☐ | Emergency Exits | ☐ | Security Code Instructions |
| ☐ | Public restrooms | ☐ | Locker |
| ☐ | Meeting room | ☐ | Provide Keys |
| ☐ | Community room | ☐ | Order Nametag |
| ☐ | Youth room | ☐ | Update emergency binder |
| ☐ | Vending Machines and water fountains |  |  |

**Employee’s Signature: Date:**

**Director’s Signature: Date:**