

QUE Ambassador Checklist

Set up appointment time with new team member

Name: _____

Date: _____

Location: _____

Time: _____

Set up New Hire Packet:

- QUE 101 Magazine
- Acknowledgements - Employee Policy Manual, Electronic Information Policy, Proprietary & Confidentiality Policy

At Meeting

- Greet new Employee
- Present the QUE 101 Magazine
- Review all acknowledgements with New Employee and have them sign.
 - Signature - Employee Policy Manual
 - Signature - Electronic Information Policy
 - Signature - Proprietary & Confidentiality Policy
- Scan and email signed Acknowledgements to Human Resources
- Confirm all onboarding forms (state & Federal tax, emergency contact and direct deposit) have been completed
- Present New to QUE Business Cards (if applicable)
- Demonstrate clocking in for the first time on NovaTime
- Confirm new hire Log in on Rent Manager University to acknowledge QUE 101
- Return this checklist to QUE Training & Development via email to be placed in the Employees record
- Leave business card for Employee

I, _____ (*Print Name*), certify that all topics above were covered in today's training. I understand that additional training assistance can be requested through email at: ann.kesmodel@denizenmanagement.com.

Employee Signature

Date

QUE Ambassador Signature

Date