

QUE Ambassador Checklist

Name: _____

Date: _____

Location: _____

Time: _____

Set up New Hire Packet:

- QUE 101 Magazine

At Meeting

- Greet new Employee
- Present the QUE 101 Magazine
- Confirm all onboarding forms (state & Federal tax, emergency contact and direct deposit) have been completed
- Complete Name badge request (send to Operations Liaison)
- Complete Business card request (send to Operations Liaison)
- Demonstrate clocking in for the first time on NovaTime
- Confirm new hire Log in on Rent Manager University
- 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