

QUE Ambassador Checklist

Name: _____

Date: _____

Location: _____

Time: _____

Set up New Hire Packet:

- QUE 101 Book
- New Hire Login Sheet
- Name badge form (if applicable)
- Business Card form (if applicable)

At Meeting

- Greet new Employee
- Present the QUE 101 Book
- Complete Name badge request (send to Operations Liaison)
- Complete Business card request (send to Operations Liaison) – if applicable
- Confirm email address, have new hire login > login.microsoftonline.com
- Demonstrate clocking in on Novatime - if applicable > check employee email for link
- Demonstrate Paypoint (Worklio) login > check employee email for link
- Demonstrate Denizen Management Employee Portal login > denizenmanagement.com
- Confirm new hire log in on Rent Manager University > rmu.rentmanager.com
- Confirm Fair Housing Course Assignment on RMU to be taken after QUE 101
- Return 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