**New Hire Reminders**

* Connect with the Facilities Coordinator to order building/office keys.
* Connect with the Purchasing Specialist for needed supplies.
* Connect with IT for any technology needs. Additionally, support new employees with sending a photo to IT for a photo identification name tag.
* Connect with Program Support for ordering the following:
* Business cards
* Nameplate
* Name tag
* Review the Cornerstones of Culture.
* Complete a building tour and introductions to others.
* Review the Safety and Emergency Preparedness Plan.
* Review expense reports and check request procedures.
* Review timesheet and clocking in/out procedures.