



**NEW HIRE CHECKLIST
INFORMATION TECHNOLOGY**

New Hire Name:

Contact Information:

Phone:

Job Title:

Request Date

Start Date

Division/Department

Supervisor's Name/Approval

New Hire or Replacement

If Replacement, for whom?

Temporary or Contractor?

Assignment Dates:

SYSTEMS TO BE ESTABLISHED

Network account/login

Email Account

Existing or New machine

Type of machine needed

Voice mail account

(H)ome drive

Specific Drive Access

Printer Access

Additional Software Needs

Remote Access

Scanning Access

Other Specific Needs

Comments

P/C, thin client, laptop

Location

COMPLETED REQUESTS MUST BE RECEIVED 7 BUSINESS DAYS PRIOR TO START DATE!

For IT Use Only

Completed Date_____

Deployed Date_____