



10 Charles Street | New Hyde Park, NY 11040

Day & Nite new employee onboarding process with Magna 5

By: HR / QA

Date: 8/29/23

1. Offer letter sent to Candidate.
2. Candidate accepts offer.
3. HR sends the new employee hire Alert.
4. HR and Hiring manager to make sure to give one week lead time between the Date sending alert and the Date new employee report to work.

Current alert example as below:

NEW HIRE ALERT || Henry Allard || Ref Technician



Bryan Strickland

To **New Hire**

Cc Cory Stuart; Hugh Thomas; Felicia Blakely; Jessica Orenstein

Name: Henry Allard

Tech ID: 887

Start Date: **Anticipated Start Date: 6/5/2023**

Department: NY REF

Field Manager: Hugh Thomas

Phone: Will need Phone

Truck: Will need Truck

Gas Card: Will Need

EZ Pass: Will Need

Safety Kit: Will Need

NEW HIRE AND MGMT PLEASE REVIEW AND UPDATE HIS ON BOARDING CHECKLIST ON NOTION

<https://www.notion.so/0c3cbe8d1bd1471bba69a012fc00f97f?v=b1ce06891c824e97af395fa6bacbf902>

Bryan Strickland

Human Resources Administrator

Day & Nite/All Service

Now servicing , NY Metro, DC Metro, Florida, Philadelphia PA, and the Carolinas



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5. For the new technician, Day & Nite HR will create Tech & Employee records in Sampro with Tech ID.
6. HR keeps on boarding calendar in Notion as below:

New Hire Onboarding

Please view the list below of the

Click **By Status** to switch to table view or see a single department.

By Status **Calendar View** Table View Engineering +

No date (12)

May 2023

Sun	Mon	Tue	Wed	Thu	Fri
30	May 1	2	3	4	
	<div>Tajah Caine</div> <div>Ramy Aly</div> <div>Zach Secrest</div>				
7	8	9	10	11	1
	<div>Crystal Martin</div> <div>Hima Jhaveri</div> <div>William Thompson</div> <div>Logan Racey</div>				
14	15	16	17	18	1
Untitled	<div>Robert (Bob) Stone</div> <div>Jim Pizutto - Uptime Assets Emplo...</div>				
21	22	23	24	25	2
	<div>Patric Volino</div> <div>Sara Patrizio</div> <div>Tamala Stewart</div>				
28	29	30	31	Jun 1	
		Sueheidy Caul			

7. New Hire Alert will be like below with:

Name: John Zhang

Tech ID: 885

Start Date: **6-05-2023.**

Department: Everywhere

Working location: Field and office in Florida.

Manager: Peggy

Phone: Phone Needed

Truck: Going to receive a Helicopter.

Action required to ensure a successful new employee onboarding experience.

Hiring manager: Please fill in below IT onboarding form and submit ASAP:

[Day & Nite Onboarding Form](#)

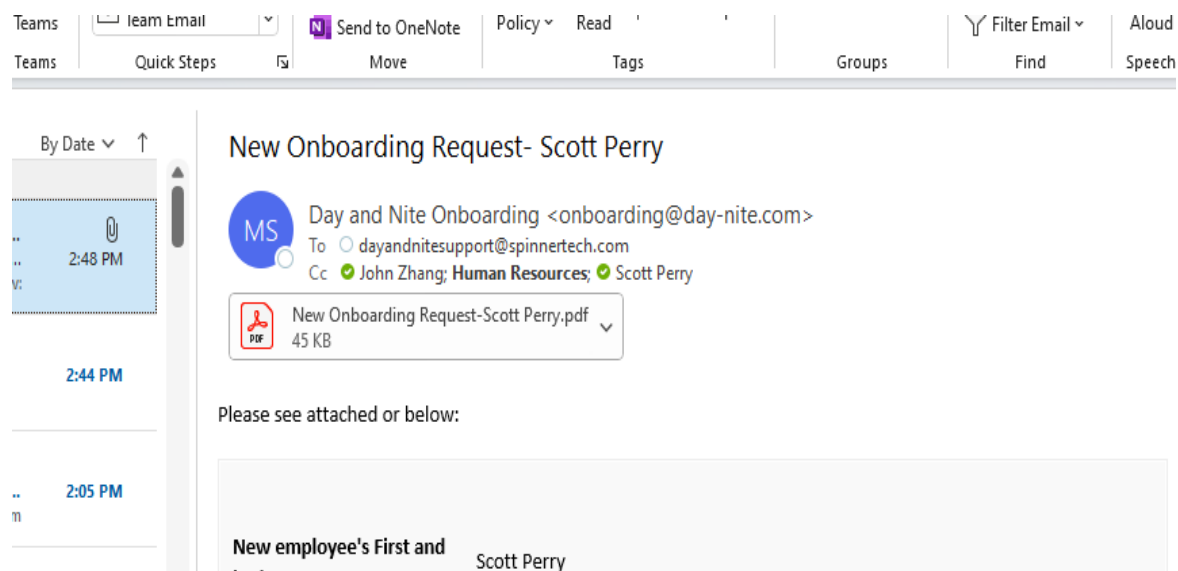


Hiring manager to review Notion for updated candidate status.

<https://www.notion.so/0c3cbe8d1bd1471bba69a012fc00f97f?v=b1ce06891c824e97af395fa6bacbf902>

8. The hiring manager fills in the form (take 5 minutes) and submits.
9. Magna 5 receives the form as ticket and sends back the confirm the form information to HR / QA / IT / the Hiring Manager.

Example as below:



10. Magna 5 will keep all Day & Nite laptop / desktop inventory. New and used.
11. Magna 5 maintains Desktop free stock and Laptop at any time for unknown employees on boarding. Day & Nite will maintain a free stock of 1 Desktop and 1 Laptop onsite.
12. Magna 5 to keep in Google Sheet Equipment Tracker the ordered and inventory Computer stock:

<https://link.edgepilot.com/s/c3f85c33/IKq1abuuw0ODIPK1yNJHkg?u=https://docs.google.com/spreadsheets/d/1Paf82i3YMuXa2UJG58ua-6waBEbccCivRFq6gM3kAtY/edit?usp=sharing>

13. Magna 5 updates Splash top equipment list with username.



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14. Mahna 5 will follow the procedure below to set up Employee in Sampro: office staff and technician.

<https://www.notion.so/daynite/SamPRO-Guides-a33230f82946419eba06b3eea41e2e70>

15. Magna 5 will prepare the cell phone for both office staff and technician (if so required).
Following the below procedure.

<https://www.notion.so/daynite/Phone-Management-Knowledge-265d370135f842e2b29ad98f1fae320d?pvs=4>

16. Magna 5 sets up and prepares all the required equipment and delivers on site and dispatch IT support agent every Thursday to set up.

17. Magna 5 communicates with all log-in credentials in the welcome email to HR / QA / IT and the hiring manager: computer / Cell phone / Sampro / tech anywhere / Email.

18. Once Employee's new work Email set up; a welcome email will be created with:

- All the log in credentials.
- Company website.
- Notion / Knowledge library.
 - Employee handbook.
 - Service delivery excellence document.