

0	Lagos Office: 8th Floor, UBA House, 57 Marina, Lagos Island, Lagos, Nigeria
V	Abuja Office: 1st Floor, Katsina House No 80, Ralph Shodeinde Street,
	Central Business District, Abuja, Nigeria.

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HR-NEW STAFF CHECKLIST						
Employee Name: Click or tap here to enter text.						
Department/Practice: Choose an item.						
Job Title: Click or tap here to enter job title.						
Email Address: Click or tap here to enter.						
Mobil	e Number:					
Resumption Date Click or tap to enter a date.						
REQUIRED OFFICE TOOLS AND APPS CHECKLIST						
S/N	Office Tools and Apps	Yes	NO	Remark		
1	Laptop					
2	Laptop Charger					
3	Laptop Bag					
4	Laptop Agreement Form					
5	One Note					
6	One Drive					
6	Outlook					
7	Word					
8	Excel					
9	Power Point					
10	Yammer					
11	Teams					
12	Email Signature					
13	CRM					
Sign:						
HR/Admin SATH Employee						

Page 1 of 1