Onboarding Procedures:	
Search Committee Process	
Verbal Offer	
Written Offer	
Jeff:	
A	ccess to mining archives—needs request from supervisor
A	ccess to scanner/printer
Luke:	
A	ccess to SQL
A	ccess to Data 2
Shelley:	
A	dd to phone list
A	dd mailbox
0	rder Business Cards
Physical Plant:	
N	ameplate for office
Ke	eys—request form requires id number. Can't submit early