Intern Orientation Checklist

1. **Emailed Paperwork:**

* Intern Info Worksheet

1. **ADP Online Paperwork (Use ADP Guide Attachment from email):**

* Register with ADP Workforce Now
* Complete and verify the following in ADP
  + PROFILE
    - Name
    - Address
    - Contact: phone & personal email
    - Bio: ethnicity, race, tobacco, Medicare
    - Status Info:
      * disability/acknowledgement
      * protected veteran
    - Additional Info:
      * are you a veteran
      * spouse’s name/prefix
  + PAPERWORK
    - Acknowledge all Company policies
    - I-9 Section 1 (bring IDs on orientation day)
    - Tax withholdings
    - Payment Options
    - Emergency Contact
    - Documents

1. **After orientation day**

* Company Store: review Communications email and complete recruiting survey to unlock your free tokens for the Centauri company store
* Log in to Litmos (LMS/Training Portal): Sharepoint > Quick Links > Litmos
* Add resume to CentauriNet Resume Repository: Sharepoint > Quick Links > manage my resume > upload your resume > follow the directions and guidelines on the page