

**Office Manager Checklist
Prior to Employees First Day**



Name of Employee: _____

Job Title: _____

Full Time: ☐ Part Time: ☐ Seasonal: ☐

- ☐ Notify Joe Hutchison of computer needs. Either design or construction.
- ☐ Notify Joe Deen of AutoCAD/ORD license
- ☐ Notify MMC/IT of network access requirements
- ☐ Put together Welcome Folder (content provided by Marketing)
- ☐ Notify & set up meeting with IT and employee on morning of first day
- ☐ Notify & set up meeting with office IT and employee on morning of first day
- ☐ Notify & set up meeting with HR, Joe Deen, and employee on morning of first day
- ☐ Notify & set up meeting with Marketing, Chelle Hayslett, and employee on morning of first day
- ☐ Confirm that Joe Deen has emailed employment paperwork to employee
- ☐ Add to All Staff and Office email groups (email to IT)

Office Staff

- ☐ Determine office Location
- ☐ Determine office needs - Monitors, key board, mouse, docking station, desk, chair, outlets, ethernet jacks, power strips, cables, phone, etc.
- ☐ Equipment needs to be ordered and delivered one week in advance of employee starting
- ☐ Setup office before employee starts

Field Staff

Truck

- ☐ Determine Truck Needs - Personal Vehicle, HEI Owned, Rental. If not personal vehicle, contact Joe and notify him of truck needs.
- ☐ If HEI Owned - Coordinate pickup and truck outfitting.
- ☐ If Rental - Contact Enterprise to coordinate pickup and coordinate truck outfitting.

Equipment

- ☐ Coordinate with Construction Managers to order field equipment (Safety vests, tape measures, measuring wheel, etc.)