Right Click Solutions LLC
small business computer consulting

New Hire Checklist

Use this checklist to give RCS all the information needed for a smooth transition of you new staff member.
Please provide the following information to Right Click Solutions 1 -2 Weeks prior to start date:

✓ **Company** _____

✓ **Full name of new hire** _____

✓ **Site/location** _____

✓ **Start Date of the new hire** _____

✓ **Is the new hire using a new computer or re-purposed computer?** ☐ **new OR** ☐ **re-purposed**

✓ **What is the user's security level?** _____

✓ **Is this a temporary or permanent role?** ☐ **temporary OR** ☐ **permanent**

✓ **User ID** _____

✓ **Desktop PW** _____

✓ **Workstation Name**_____

✓ **What server drives does the new hire need access to?** _____

✓ **Printers**_____

✓ **What programs/applications does the new hire need access to? (accounting, productivity & creativity apps, trade-specific programs)**

_____

_____

✓ **Applications to be pinned to Taskbar**_____

✓ **Default Web browser**_____

✓ **Remote access?** ☐ **yes OR** ☐ **no**

✓ **Scan folder on copier/printer?** ☐ **yes OR** ☐ **no**

✓ **Using our VoIP Phone System and need (check all that apply):** ☐ **physical phone** ☐ **extension** _____

Having the above information prior to the start date of new employees helps to reduce downtime and the need for follow up. Please take the time to answer the above questions and email the completed checklist to team@rcsllc.net. Feel free to give us a call if you have questions!