INTERNATIONAL REMOTE STAFF EMPLOYEE ONBOARDING ROUTING FORM

Staff   **Date**

Name   **Start Day**

Birthday

Purpose: The purpose of this routing form is to ensure new employees get on-boarded & ready to work with AGM.

Each step needs to be initialed & dated when completed. By doing so you are attesting that the step is fully completed.

ONBOARDING OFFICER

	INITIAL	DATE
1. Start routing form once Job Offer is accepted	_____	_____
2. Create & Label a Yellow Ethics/Pers File	_____	_____
3. Print & file resume	_____	_____
4. Print out the HireBox test results & any other tests are taken to apply for the position & file	_____	_____
5. Get with the Senior before the start date &have a hat write-up and training plan	_____	_____
6. Give to I.T. their name, post, senior & non-agm email address	_____	_____

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IT STEPS

	INITIAL	DATE
7. Create an @agmagency.com email	_____	_____
8. Send a welcome email	_____	_____
9. Add on Ringcentral	_____	_____
10. Add on Time Dr	_____	_____
11. Add on CRM	_____	_____
12. Add staff to org board	_____	_____
13. Enroll in Employee Manual course in the CRM	_____	_____
14. Add on Zoom	_____	_____
15. Have them open a last pass account (walk them through this and get them to add the browser extension)	_____	_____
16. Add "unread first" settings on the email	_____	_____
17. Have the new hire send or take a picture to be used in email signature	_____	_____
18. Create an email signature	_____	_____
19. Email Kristopher the photo used for email signature regarding adding them to Our Team page (Name & Post)	_____	_____

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New Hire Steps (To be Done concurrently with IT Steps) HR to verify and sign off when done	INITIAL	DATE
19. Email Kristopher the photo used for email signature regarding adding them to Our Team page (Name & Post)	_____	_____
20. Set up your log-ins for Ringcentral, Time Doctor,	_____	_____
21. Send a picture of your photo ID (Passport, Drivers license etc)	_____	_____
22. Fill out W8BEN	_____	_____
23. Sign NCA		
24. Sign NDA	_____	_____
25. Complete Employee Manual in the CRM	_____	_____
26. Do the Basic App training Checklist		
	_____	_____

HR Go over Office Rules:	INITIAL	DATE
27. - 0 drug tolerance	_____	_____
28. - If you need to take time off you csw. - If you will be late please inform HR beforehand. You will receive a late notice.	_____	_____
29. Tell them they can always to to Ernesto or Jamie for help or assistance		
30. Add to contacts in Gmail & add to "all staff" in HR Contacts	_____	_____
31. Interview staff after getting through the Employee Manual		
	_____	_____

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32. Educate about the Late Notice Form

33. Assign & get their senior to take responsibility for them

34. Add new staff Bday/Anniversary

Finance/Legal   INITIAL   DATE

36. If PH inform Emily of pay rate - If other country inform Dalen of pay rate

37. Add to AGM Staff "Salary/Payroll" Spread Sheet & mark when their evaluation is due.

38. Once complete file in the Employee's File Turn

I attest the above has been done with

Head of HR

Date

Approved by Ollie

11.19.22