

Preparation of the New Employee's Work Area Checklist

Instructions: Place a checkmark in the box adjacent to each item provided in the work area.

- Desk/work area
- Password for access to computer system
- Telephone
- Computer
- Identification badge
- Organization telephone directory
- Supplies
- Safety equipment
- Keys, locker assignment, and so forth
- Job description
- Name plate
- Business cards
- _____
- _____