

Task			Date Completed
Schedule meeting with hiring mgr to prepare for new hire	Ops Coord	two weeks prior	
Welcome letter - contact new hire via email with directions, etc.	Ops Coord	Before arrival	
Schedule first two weeks and email to new hire	Ops coord	one week prior	
Verify new employee has email account	Ops coord	one week prior	
Add new employee to user group named "PhilanthropyGeneral"	Ops Coord	Before arrival	
Prepare laptop	Ops Coord	Before arrival	
Install necessary software ie. Raiser's Edge, Image Now, Adobe suite	Ops Coord/Isaac Comer	Before arrival	
Isaac Comer create Raiser's Edge logon	Isaac Comer	Before arrival	
Install CMH fonts on computer- or email to new employee	Ops Coord	Before arrival	
Check to see if they need a printer	Ops Coord	Before arrival	
Add phone ext. to name within CMH through phone help x53999	Ops Coord	Before arrival	
Obtain Crown Center badge	Nancy	first day	
Obtain parking pass	Nancy	first week	
Add new employee to Philanthropy email distrib. Lists	Ops Coord	Before arrival	
Add new employee to front door buzz list	Ops Coord	Before arrival	
Add name to mailbox	Ops Coord	Before arrival	
Check office for trash, working computer, keyboard, mouse	Ops Coord	Before arrival	
Order new employee name plate for office	Ops Coord	Before arrival	
Office supplies	Ops Coord	Before arrival	
Schedule necessary dept. meetings	Ops Coord	Before arrival	
Schedule a 1:1 with Jenea within 3 weeks	Ops Coord	Before arrival	
Schedule tour of hospital	Ops Coord	Before arrival	
Schedule meetings with each Team or Manager	Ops Coord	To occur within first three weeks	
Schedule RE training with David Logan	Ops Coord	To occur within first week	
Schedule 30 -60 minutes with David Daniel to review Strategic Plan	Ops Coord	to occur within first 2 weeks	
Introductory Postcard - Headshot & Statement	Ops Coord	Begin process w/i 30 days after arrival	
Business cards	Ops Coord	Before arrival if possible	
Send email signature example	Ops Coord	upon arrival	
New Employee Error Prevention Training	Ops Coord	Schedule within first 90 days	
Welcome sign	Ops Coord	Before Arrival	
Order blue name badges	Ops Coord	Before Arrival	
Schedule headshot with Andy Pollard to add to Meet the Team web page	Ops Coord	Before Arrival	

## Welcome Binder

Form	Person	Time Frame	Date Completed
Philanthropy Org Chart			
Hospital org chart			
Board member list			
Philanthropy phone list			
Remote & Portable Device Access Request Form			
Payroll Deduction signup on Scope profile			
Application for Remote Access			
Reimbursement for Cell Phone Form			
Gift Agreement Questionnaire & Checklist			
How To for Raiser's Edge			
How To for Outlook -sharing calendars & scheduling meetings			
Children's Mercy map			
Directions for Self Guided Tour			
Discover Children's Mercy tour document (explain what Discover CM is)			
Strategic plan powerpoint			
Dept. dress code/Hospital dress code			
Professional Development opportunities			
CAT FEEET clapper (explain)			
Map of garage parking if in Warwick			
Explain Shannon Stone is our Administration contact			
How to get reimbursed			
How to update profile on Scope			
How to use PTO request form in Kronos			
Order from Internal Catering			
Use the internal Print Shop			
Explain Phildata@cmh.edu			
Explanation of emails, ie. Donor Followup Summary, Proposals planned, Database and Activity Team Summary, Philanthropy Executive Summary			
