

JOB TOOLS CHECKLIST



Complete Upon Extending Offer

WORK SPACE

DATE REQUESTED

DATE PROVIDED

LOCATION

CHAIR

COMPUTER

COMPUTER MONITOR

COMPUTER MOUSE

EMPLOYEE DIRECTORY

FILE CABINET

KEYBOARD

KEYS

LIGHTING

PAPER

PENS

SECURITY ACCESS

BUILDING ACCESS

ELEVATOR ACCESS

PARKING ACCESS

RESTROOM ACCESS

TECHNOLOGY REQUIREMENTS

EMAIL ADDRESS

COPIER ACCESS CODES

INTRANET ACCESS

PHONE SYSTEM/VOICE MAIL

PRINTER ACCESS CODES

SOFTWARE PROGRAMS/APPS

- 1.
- 2.
- 3.
- 4.
- 5.

TIMEKEEPING SYSTEM

VPN ACCESS

OTHER RESOURCES

ROLE SPECIFIC REQUIREMENTS

