



The Camel Culture 60-Day
**Orientation
Checklist**





First Day Checklist

Name: _____

Welcome aboard! This **First Day Checklist** will guide your onboarding process for your first 60 days here. It's your responsibility to ensure that every item is completed and signed off on within the first 60 days. On or around the 60th day of employment, the Founder/President will meet with you to wrap up the Orientation Checklist process. Once this form is completed a final copy will go to you and one copy will go to your manager. If you have questions along the way or get stuck at any point, reach out to your manager or Greg Howell (greg@cjadvertising.com).

| At a Glance | | Owner | Check for Completed | Owner Initials | Date Complete |
|-------------|--------------------------|--------------------|-------------------------------------|----------------|---------------|
| | | | <input checked="" type="checkbox"/> | | |
| 9:00 AM | Greeting | Shannon Cunningham | <input type="checkbox"/> | _____ | _____ |
| 9:15 AM | Tour of 300 10th Ave S | Jordan Harris | <input type="checkbox"/> | _____ | _____ |
| 10:00 AM | Technical Overview | Hiring Manager | <input type="checkbox"/> | _____ | _____ |
| 11:00 AM | HR & Facilities Overview | Greg Howell | <input type="checkbox"/> | _____ | _____ |
| 11:30 AM | Lunch | Hiring Manager | <input type="checkbox"/> | _____ | _____ |
| 4:00 PM | First Day Review | Hiring Manager | <input type="checkbox"/> | _____ | _____ |

Checklist for the Checklist

Greeting

- Take Headshot on Phone
- Cube/Office Number
- 3-4 Fun Facts (i.e. alma mater, previous job, hometown, hobbies, pets, etc.)
- Email photo and info to Communications

Tour of 300 10th Ave S

- Area of First Impression
- Wall of Fame
- CWAC Wall
- War Hall
- BetterBookClub Library
- Brandau Craig Dickerson Timeline
- Overview of Collaboration
- Second Floor Landing
- FedEx/Mail Drop-Off
- Kitchen & Breakroom
- Back Staircase
- Smoking Area
- Studio
- Client Services
- Mail Room
- Evacuation and Tornado Plans
- Parking/Bathrooms
- Cummins Station
- Hiring Manager's Office
- Attend Huddle (optional)

HR Orientation

- Orientation Checklist
- Orientation Videos
- Payroll Schedule
- Paid Holidays
- 15Five Orientation
- Arnie's Loves & Hates
- HR Wall/One Rule

Technical Overview

- Email Signature Process
- Calendar How Tos
- Requesting Time Off
- Map Drives
- Skype for Business
- Record Voicemail Message
- Communication Tools (Instant Messenger)
- Submit Help Desk Ticket for Printing Setup

Facilities Overview

- Facilities Dept. Handout
- Visitor Process
- Chair Instructions
- Parking Information
- Building Access
- Fill Out Car Info Form
- Food Labels

First Day Review

- Review First Day Checklist
- Review Job Description and Goals
- Q&A
- HelpDesk
- Email
- Phone System
- Copier/Printer
- Building Access
- Parking



60-Day Checklist

Name: _____

Welcome aboard! This **60-Day Checklist** will guide your onboarding process for your first 60 days here. It's your responsibility to ensure that every item is completed and signed off on within the first 60 days. On or around the 60th day of employment, the Founder/President will meet with you to wrap up the Orientation Checklist process. Once this form is completed a final copy will go to you and one copy will go to your manager. If you have questions along the way or get stuck at any point, reach out to your manager or Greg Howell (greg@cjadvertising.com).

| At a Glance | Owner | Check for Completed | Owner Initials | Date Complete |
|---|--|--|--|--|
| | | <input checked="" type="checkbox"/> | | |
| 1a Paylocity Orientation <i>(Owner - see "Checklist for the Checklist"; only sign off if all items are covered)</i> Schedule via email within 10 business days of hire date. <ul style="list-style-type: none"> • cj: Bryan (ballgeier@cjadvertising.com) Note: Please have emergency contact info prepared for your orientation. | Bryan Allgeier | <input type="checkbox"/> | _____ | _____ |
| 1b Paylocity Birth Date Info <i>To sign up for the Birthday Card program, email Greg Howell (greg@cjadvertising.com) and Jordan Harris (jharris@cjadvertising.com) birth dates of spouse, domestic partner, and dependents under the age of 18</i> | Greg Howell | <input type="checkbox"/> | _____ | _____ |
| 2 Printer Setup <i>Schedule with Acumen via email (support@acumentechnology.com)</i> <ul style="list-style-type: none"> • User Box • Print Test Page | Acumen | <input checked="" type="checkbox"/> | _____ | _____ |
| 3 FiSH! Orientation <i>Schedule with Jenny Madison via email (jmadison@cjadvertising.com)</i> | Jenny Madison | <input type="checkbox"/> | _____ | _____ |
| 4a BetterBookClub Orientation <i>(Owner - see "Checklist for the Checklist"; only sign off if all items are covered)</i> Schedule via email (scunningham@malhamleveragegroup.com) | Shannon Cunningham | <input type="checkbox"/> | _____ | _____ |
| 4b Complete BetterBookClub Profile <i>(Following your orientation)</i> <ul style="list-style-type: none"> • Upload a profile photo • Add hire date • Tag all the books you've read in the library • Number of books read? _____ | Shannon Cunningham | <input type="checkbox"/> | _____ | _____ |
| 6 Benefits Orientation (Permanent Only) <i>Schedule with Greg via email (greg@cjadvertising.com).</i> | Greg Howell | <input type="checkbox"/> | _____ | _____ |
| 7 Enroll or waive benefits (Permanent Only) <i>(Following your orientation)</i> | Greg Howell | <input type="checkbox"/> | _____ | _____ |
| 8 One-Page Plan Overview | Hiring Manager | <input type="checkbox"/> | _____ | _____ |
| 9 Have Official Photo Taken <i>Schedule with Rachel via email (rachel@cjadvertising.com).</i> | Rachel Rosato | <input type="checkbox"/> | _____ | _____ |
| 10 Upload Official Photo to Office 365 <i>Rachel Rosato will send instructions when she sends you your photo.</i> | Rachel Rosato | <input type="checkbox"/> | _____ | _____ |
| 11 Watch the following: <i>Found in SharePoint in the HR section</i> <ul style="list-style-type: none"> • Core Values Videos • Injury Law 101 • Hot Coffee, Erin Brockovich, or A Lawyer Walks Into a Bar • After the Accident • At least 8 Testimonial spots • At least 5 culture videos | Team Member Team Member Team Member Team Member Team Member Team Member | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | _____ _____ _____ _____ _____ _____ | _____ _____ _____ _____ _____ _____ |
| 12 Listen to the following: <i>Found in SharePoint in the HR section</i> <ul style="list-style-type: none"> • Arnie's Interview on Acme Radio • Listen to 7 different intake calls | Team Member Team Member | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ | _____ _____ |
| 13 Schedule 60-Day Check In <i>Schedule with Alli Durfee (adurfee@cjadvertising.com) on or around your 60-day mark.</i> | Alli Durfee | <input type="checkbox"/> | _____ | _____ |
| 14 Check-In with Founder/President <ul style="list-style-type: none"> • The Camel Story • War Hall • BetterBookClub Profile • Review Orientation Checklist • 60-Day Offer to Leave • Worth Doing Wrong | Arnie Malham | <input type="checkbox"/> | _____ | _____ |

Checklist for the Checklist

BetterBookClub Orientation

- BetterBookClub.com
- Guidelines
- Profile
- Library (search & tag book)
- Book Reports
- Meetings
- Dashboard

Paylocity Orientation

- How to use Web Time
- How to add Birthday Info
- How to add Emergency Contact Info