FORMULARE UND VORLAGEN

26 Checkliste Eintritt neuer Mitarbeitender

### 26 Checkliste Eintritt neuer Mitarbeitender

Erster Teil:

|  |  |  |
| --- | --- | --- |
| Was | Verantwortlich | Erledigt |
| Versand Arbeitsvertrag |  |  |
| Begleitschreiben | [•] | [ ]  |
| Arbeitsvertrag | [•] | [ ]  |
| Personalreglement mitschicken | [•] | [ ]  |
| Spesenreglement mitschicken | [•] | [ ]  |
| Personalstammblatt | [•] | [ ]  |
| Formular mit Notfallinformationen | [•] | [ ]  |

Zweiter Teil:

|  |  |  |
| --- | --- | --- |
| Was | Verantwortlich | Erledigt |
| Vorbereitung |  |  |
| Laptop | [•] | [ ]  |
| Tastatur | [•] | [ ]  |
| Mouse | [•] | [ ]  |
| Telefon | [•] | [ ]  |
| Visitenkarten | [•] | [ ]  |
| Ev. Schlüssel bestellen (Verwaltung) | [•] | [ ]  |
| Ev. Büromöbel bestellen | [•] | [ ]  |
| Software | [•] | [ ]  |

Dritter Teil:

|  |  |  |
| --- | --- | --- |
| Was | Verantwortlich | Erledigt |
| Stellenantritt |  |  |
| Gemeinsames Teamfrühstück | [•] | [ ]  |
| Einführungsprogramm | [•] | [ ]  |
| Schlüsselübergabe (Protokoll) | [•] | [ ]  |