

# New Employee Checklist

NYC Corporation

| Steps | Location  | Task                | Type    | Completed |
|-------|-----------|---------------------|---------|-----------|
| 1     | Anchorage | Register            | Handout |           |
|       |           | Company information | Project |           |
|       |           | New Hire rules      | Project |           |
|       |           | Setup email account | Project |           |
| 2     | Seattle   | Video               | Project |           |
|       |           | Business cards      | Project |           |
|       |           | Website             | Project |           |
|       |           | VPN                 | Reading |           |

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- ✓ Seattle
- ✓ Miami
- ✓ Los Angeles



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| £ |   |   |   | ™     | © |  |
| 1 | 2 | 3 | 4 | Merge |   |  |
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## Alaska

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## Alaska

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Student Name:

**Instructions for MS Word Project:** Please duplicate the page. Images can be different. Font Types and Font sizes are indicated.