

# Links for Managers

- [Employee Onboarding, Offboarding, Promotions / Raises, New Positions, and IT Forms](#)
- [Employee New Hire Orientation](#)
- [1099 Contractor Onboarding and Offboarding Forms](#)

# Employee Onboarding, Offboarding, Promotions / Raises, New Positions, and IT Forms

**Need a New Hire Form:** Please complete this form when you have a brand new position open in your department.

<https://docs.google.com/forms/d/e/1FAIpQLSd8IHP92cgu1lf4FjaGAqhrB5drVCQtau2Dd6g10EhP7ReLTw/viewform>

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## **New Hire Onboarding Form**

Please complete [this form](#) when you have selected a candidate for one of your department's open positions.

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## **Employee Offboarding Form**

[This form](#) is to be completed for voluntary and involuntary terminations. Please complete it as soon as you know when one of your employees is leaving eFileCabinet.

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**Employee Promotions and Raises Form:** Please complete this form when you want to grant your employee a promotion and / or raise.

<https://docs.google.com/forms/d/e/1FAIpQLScjVNOItolrTYCUqmtgJ8oX3vHDEDEm584GdgzbUKWm08SaEQ/viewform>

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**IT Equipment and Software Change Form:** Please complete this form if your employee needs a different computer, hardware, software and / or system access.

[https://docs.google.com/forms/d/e/1FAIpQLSdzYdU0pRrOa2cqxbmuz\\_jH21b8rSbQab6qNztBvBVnZRdlew/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdzYdU0pRrOa2cqxbmuz_jH21b8rSbQab6qNztBvBVnZRdlew/viewform)

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# Employee New Hire Orientation

**New Hire Orientation Team Feedback Form:** Please complete this form after your new employee has completed their new hire orientation.

[https://docs.google.com/forms/d/e/1FAIpQLScwFdlWm9o62ur5ypnq\\_Ca9-dj60cEMsWCrshzZWB5sRiCPHQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScwFdlWm9o62ur5ypnq_Ca9-dj60cEMsWCrshzZWB5sRiCPHQ/viewform)

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# 1099 Contractor Onboarding and Offboarding Forms

**Contractor Onboarding Form:** Complete this form if you are going to have a contractor work in your department.

<https://docs.google.com/forms/d/e/1FAIpQLSeKfOglARx9L2oJNts1LwRh-5S8zwGTGCOeiCAKtzJprMuhyg/viewform>

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**Contractor Offboarding Form:** Complete this form when your contractor's contract has ended.

[https://docs.google.com/forms/d/e/1FAIpQLSdgiRZO6RmqGfNusal430dIAuVsPepee013Y7Nyw\\_i-ml1VQw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdgiRZO6RmqGfNusal430dIAuVsPepee013Y7Nyw_i-ml1VQw/viewform)

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