

Manager Resources

Links to various eFileCabinet documents and forms, including Benefits, Org Chart, Phone List, Office Floorplan / Map, eFC Community Directories, Company Calendar, Birthday Calendar, Onboarding forms, Offboarding forms, Promotions / Raises forms, etc.

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

Links for Managers

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/1FAIpQLSd8IHP92cgu1If4FjaGAqhrB5drVCQtau2Dd6g10EhP7ReLTw/viewform>

New Hire Onboarding Form

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

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.

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>

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

Links for Managers

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/1FAIpQLScwFdIWm9o62ur5ypnq_Ca9-dj60cEMsWCrshzZWB5sRiCPHQ/viewform

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/1FAIpQLSeKfOglRx9L2oJNts1LwRh-5S8zwGTGCOeiCAKtzJprMuhyg/viewform>

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

https://docs.google.com/forms/d/e/1FAIpQLSdgiRZO6RmqGfNusal430dIAuVsPepeeo13Y7Nyw_i-ml1VQw/viewform
