

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>

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

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