



Swartz Contracting On Boarding Program



ADMINISTRATIVE PERSONNEL - RECEPTIONIST

TRAINING	MODULE	TIME FRAME	DATE OF COMP	INITIALS	COMMENTS
Phase I - HR/INITIAL HIRING					
ORIENTATION					
-HR Paperwork	SEI Process	Day 1			
-Job Description	SEI Process	Day 1			
-Company Profile	SEI Process	Day 1			
Mission	SEI Process	Day 1			
Goals	SEI Process	Day 1			
Values	SEI Process	Day 1			
Organizational Chart	SEI Process	Day 1			
-Introduction to Staff	SEI Process	Day 1			
-Tour of Buildings	SEI Process	Day 1			
-Time Sheet	Personal Productivity	Day 1			
-Email	Personal Productivity	Day 1			
OFFICE EQUIPMENT	Basic Knowledge	Week 1			
GOOGLE CALENDAR	Personal Productivity	Week 1			
EMPLOYEE MANUAL	SEI Process	Week 1			
PAPER TRAIL	SEI Process	Week 1			

Signee's Printed Name

Signee's Signature

Date of Sign Off



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TRAINING	MODULE	TIME FRAME	DATE OF COMP	INITIALS	COMMENTS
Phase II - TRAINING					
DASH					
-Contacts	SEI Process	Month 1-3			
-Dates	SEI Process	Month 1-3			
-Photos	SEI Process	Month 1-3			
-Documents	SEI Process	Month 1-3			
-Notes	SEI Process	Month 1-3			
-Reports	SEI Process	Month 1-3			
-Job Dashboard	SEI Process	Month 1-3			
PHONE SYSTEM	SEI Process	Month 1-3			
CUSTOMER CALLS/WALKINS	SEI Process	Month 1-3			
SCAN CUSTOMER FILES	SEI Process	Month 1-3			
INTERNET RESEARCH	SEI Process	Month 1-3			
MAINTAIN CUSTOMER FILES	SEI Process	Month 1-3			
MAIL-INCOMING/OUTGOING	SEI Process	Month 1-3			
FILING INVOICES/DOCS	SEI Process	Month 1-3			
VEHICLE INFORMATION	SEI Process	Month 1-3			

Signee's Printed Name

Signee's Signature

Date of Sign Off