Office Space & Operations Preparation

1. Confirm the individual in the organization who is responsible for Office Space & Operations.
2. Have them carefully review the Office Space & Operations Checklist to get an idea of the types of things that should be planned and prepared for as it relates to their New Hire onboarding responsibilities. This list may be modified depending on the nature of the New Hire.
3. You may want to integrate items from lists or resources previously created to get it all in one place and in one easy-to-follow format (often there are multiple items floating around and this is a great time to update and consolidate).
4. Make sure you have access to each of the resources/tools/information required to execute on each step in the checklist.
5. Where necessary, update and/or create new resources to fully support the Office Space & Operations Onboarding process.
6. Create a directory on your shared drive so others can access it:
    - Label the main folder "New Hire Onboarding Process"
    - Create a sub-folder called "Office Space & Operations"
    - Save the Office Space & Operations Checklist along with all supporting resources in this sub-folder
    - Set up permissions for all those in the organization who need to access this information
7. Use Your CRM to manage and track these activities so you know where you are in the process (alternatively, use the New Hire Onboarding Master Checklist which is an Excel Spreadsheet to manage all aspects of Onboarding)
    - This means building an Action Plan or Workflow on your CRM to support each of these Office Space & Operations activities
    - Apply the workflow once the FIT process is complete and you are set for flawless delivery to each and every New Hire
8. Continue to update and fine-tune this process, when required, to ensure it is the right fit for you.