



MARYLAND JUDICIARY

**MANAGEMENT ON-BOARDING CHECKLIST
For AOC EMPLOYEES**

Employee Name: _____ **Judiciary EOD:** _____

ITEM	YES	N/A	ITEM	YES	N/A
Employee Meets with Supervisor (and/or Manager and Administrative Head).	<input type="checkbox"/>	<input type="checkbox"/>	Review Emergency Procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Review the employee's job duties/essential functions, and performance and attendance expectations (provide PDQ for signature).	<input type="checkbox"/>	<input type="checkbox"/>	Complete and submit building access form.	<input type="checkbox"/>	<input type="checkbox"/>
Complete JIS System Access forms; assist employee w/access.	<input type="checkbox"/>	<input type="checkbox"/>	Provide keys, laptop, cell phone or other necessary equipment (list the items provided):	<input type="checkbox"/>	<input type="checkbox"/>
Submit the Telecommunications Service Request as a Service Now Ticket on first day of employment (or whenever there is a change to the employee's phone). <i>The request form is in CourtNet on the HR page, under Forms, General Personnel Information. Attach the completed form to the Service Now request.</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Instruct employee on email and telephone access and operation.	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Provide information on court/office structure (provide org chart).	<input type="checkbox"/>	<input type="checkbox"/>	Review any other information necessary for the position (list the information provided):	<input type="checkbox"/>	<input type="checkbox"/>
Review office business practices, such as phone coverage, lunch and break schedule (if applicable), call-out procedures, staff meeting schedules, etc.	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Review Dress Code Requirement.	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Provide tour of facilities and introduce employee to staff.	<input type="checkbox"/>	<input type="checkbox"/>	_____		

Supervisor/Manager Date

Employee Date