

ON-BOARDING CHECK LIST

Done?	Name	Type	Status	Date	Comments
<input type="checkbox"/>	Notification of Interest	Email, Form, or other Point of Contact			
<input type="checkbox"/>	Schedule Day and Time for a Virtual Interview	Use the Self-Scheduler found at the website			
<input type="checkbox"/>	Download and Submit Signed Job Description	Form submitted by email or in person.			
<input type="checkbox"/>	Download and Submit Signed Sales Commission Schedule	Form submitted by email or in person.			
<input type="checkbox"/>	Download and Submit Registration Form	Form submitted by email or in person.			
<input type="checkbox"/>	Download, and Submit Contract Terms	Form submitted by email or in person.			

<input type="checkbox"/>	Download, Review, and Choose Zone from Zonal Map	Form submitted by email or in person.			
<input type="checkbox"/>	Project-Based Training	The Universal Language of Project Management			
<input type="checkbox"/>	Project-Based Training	The Universal Language of Core Systems Management			
<input type="checkbox"/>	Project-Based Training	The Universal Language of Asset Life-Cycle Management			
<input type="checkbox"/>	Project-Based Training	The Universal Language of Non-Verbal Communications Management			
<input type="checkbox"/>	Technology-Based Training	Email Correspondence			
<input type="checkbox"/>	Technology-Based Training	Time Log			
<input type="checkbox"/>	Technology-Based Training	Reports & Submittals			
<input type="checkbox"/>	Technology-Based Training	Client Intake			
<input type="checkbox"/>	Technology-Based Training	Client Scheduling			
<input type="checkbox"/>	Technology-Based Training	Client Contracts			
<input type="checkbox"/>	Technology-Based Training	Training Platform			
<input type="checkbox"/>	Sales-Based Training	Collaboration Platform			
<input type="checkbox"/>	Sales-Based Training	Services & Products			
<input type="checkbox"/>	Sales-Based Training	Sales Strategies			
<input type="checkbox"/>	Sales-Based Training	Sending and Receiving Payments			
<input type="checkbox"/>	Sales-Based Training	Virtual Meetings & Conferences			
<input type="checkbox"/>	Sales-Based Training	Support & Promotion Resource Materials			
<input type="checkbox"/>	Sales-Based Training	Client Relationship Platform			