



## Checklist for Executive Employee Onboarding

- Resource Name (First & Last Name)
- Hiring Manager/Approving Manager
- Address (To Ship Assets)
- Contact Phone Number
- Business Unit (CTC, FGL, CTB, Mark's, etc.)
- Cost Center
- Manager Phone Number
- Building/Office Location
- Business Justification
- Start Date
- Hardware Required? (Standard laptop, Keyboard and mouse combo, etc.)
- Telephone services and/or Mobile device required?
- Platform and/or User Application access required?
- Peripherals (i.e., monitor, other accessories)
- Photo ID Badge – specify campus
- Cost Centre Authorization Form/Request
- Add Exec to all required Distribution Lists (Team's Distribution List, CTC-IT-AVP or VP's&Above, etc.)
- Request to be added to the Executive Concierge/Directory Contact List (concierge@cantire.com)
- Submit application for Corporate Scotiabank Visa Credit Card