NEW EMPLOYEE BASIC TRAINING CHECKLIST

Employee: _____

Start Date: _____ End of Trial Period: _____

Training Completion Date: _____

Date	Item	Initial as Completed	
		Employee	**Trainer**
	Employee Orientation Handbook		
	Company Vision		
	Realty First Flow Chart		
	Required Meetings		
	Work Schedules		
	Team Structure - Who does what		
	Computer Systems - Logging on and off of Network		
	Time Sheets - Pay periods		
	Top Producer		
	E-mail (Microsoft Outlook) Instant Messenger		
	MLS - Metrolist System		
	Winforms On-line		
	Phone Systems		
	Answering a call, Hold, Night Ring		
	Transferring a call or sending to voice mail		
	Taking Messages		
	Voice Mail		
	Setting up Voice Mail		
	Retrieving Voice Mail		
	Office Equipment		
	Copy Machine		
	Fax Machine		
	Printers		
	Postage Machine		
	Server		
	Laminator / Label Maker / Binder Machine		
	Supplies - Where to get them		
	Production & Tracking forms		
	Lead Tracker		
	Road to Success		
	Pay logs		
	Weekly/Monthly Performance/Production Report		
	Filing System		
	Filing Drawer		
	Advocate Files, Initial Client Folders, New Member Files		
	Transaction Files (Blue / Green) & Files for Audit		
	Transaction Board		

_____   _____
Employee   Date

_____   _____
Supervisor   Date