

NEW HIRE CHECKLIST – DISCUSSIONS

ROW REFERENCED	TOPIC REFERENCED	COMMENTS	CHANGE / COMMENT MADE BY	DATE & TIME
Row 2	Discussion Title	Personnel & Enrollment Forms	Brent Frei (Smartsheet)	
	Comments	Send these along with instructions to the newly employee. Ask that they email back scanned executed copies and deliver the signed hard copies in person.	Brent Frei (Smartsheet)	
Row 10	Discussion Title	Frank Carlson - Bounty request for employee referral	Tyler Marquardt	
	Comments	Anthony, who was the individual who referred employee?	Tyler Marquardt	

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