

Hiring Manager Provisioning Form



New Hire Name:

Department:

Select all applicable to your New Hire

Resource	Select/Type If Needed
Security Code-Permission level	
Email ID & password	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email Group to be assigned (please type)	
Business Cards-Blank for 90 days	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name Tag	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee Picture Badge	Yes <input type="checkbox"/> No <input type="checkbox"/>
DiRAD-Assign Ext & Web Portal Access	Yes <input type="checkbox"/> No <input type="checkbox"/>
Office/Site Keys/password	Yes <input type="checkbox"/> No <input type="checkbox"/>
Office Chair/Desk/file cabinet	Yes <input type="checkbox"/> No <input type="checkbox"/>
Workstation and accessories (laptop, mouse, charger)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cell Phone & Charger	Yes <input type="checkbox"/> No <input type="checkbox"/>
Office Supplies: Legal Pad (1) Post It Notes (2 small, 1 large) Pens (3) Pencils (3) Stapler (1) Staples (1) Tape Dispenser (1) Tape roll (1) Desk Calendar (1)	