

# CHECKLIST for TEAM LEADER

EMPLOYEE NAME

DATE (mm/dd/yyyy)

## TECH:

Hogan email, Outlook

Add to Team Leader Outlook group

Update to “simple texting” groups

iPad and iPhone

## ACCESS:

Change ROLE in Hogan University

Access to Procore

## PPE & EQUIPMENT:

Yellow hard hat with preferred name

Hi-viz surveyors vest with preferred name

Fuel card

## MARKETING:

Professional photo

## PROCESS TRAINING:

Administrative Handbook

PTO policy

Tracking mileage

Receipts & invoices

Training for time entry

Procore courses

Kudos program

PPE on company store

## SAFETY TRAINING:

Safety incentives

Daily Production & Safety meetings

OSHA 30 certificate

