First Day of Employment

- New Start Forms

Collect, Scan and email to Accounts@maticmedia.co.uk

- Fire Safety Walk Around and Documentation

Z:\Staff Folder\Administration\Starter Pack\2022\Procedure in the Event of a Fire_2022.docx

- Introduction To Staff

- Health and Safety Booklet

To be printed and given time to read and then sign. The employee then retains the booklet.
Z:\Staff Folder\Administration\Starter Pack\2022\Health & Safetly Handbook_2011.pdf

- Email Setup

- Rocket Setup

- Terminal Set Up

- Rocket Training

- Telephone System

- Network Access and Navigation

- Mautic Manual

- Mobile Phone SetUp

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