

# First Day of Employment

- New Start Forms

Collect, Scan and email to [Accounts@maticmedia.co.uk](mailto: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 & Safety Handbook\\_2011.pdf](#)

- Email Setup

- Rocket Setup

- Terminal Set Up

- Rocket Training

- Telephone System

- Network Access and Navigation

- Mautic Manual

- Mobile Phone SetUp

Revision #1

Created 8 June 2022 16:19:15 by Richard McCombe

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