

**Employment & Training Centers, Inc.
Workforce Solutions / Employer Services Division**

Name: _____	Date: _____
Position: _____	Location: _____
	Address: _____
	City: _____
	Phone #: _____

Orientation with Human Resources	
	<i>NOTES</i>
_____ IT Security Agreement/Online Training <i>(Please attach copy of faxed request)</i>	
_____ Background of ETC	
1) History of ETC	
2) Major ETC programs/divisions	
_____ New Hire Paperwork	
1) Basics	
2) Driving Record	
3) IT Security	
4) Agreements/Acknowledgements	
_____ Review of company policy and benefits	
1) Payroll	
2) Vacation/PTO	
3) Benefits	
4) Timesheets / Distribution Sheets	
5) Expense Reports	

Workforce Solutions Online Orientation	
_____ NWI Login Access/Online Training	
_____ WorkInTexas Login Access	
_____ TWC mainframe Login Access	
_____ Employee Phone List	

Managers please initial each item upon completion.

