



NEW EMPLOYEE ONBOARDING QUESTIONNAIRE

1. First Name, Middle Initial, Last Name

2. Does this person require ACENET?

Yes

No

3. Does this person require ACE Learning?

Yes

No

4. Does this person require a Bethel Mills Email?

Yes

No

5. What role will this person fill? (To Setup Accurate Epicor Permissions)

6. Will this person require their own computer?

Yes

No

7. Will this person require their own phone extension?

Yes

No

8. Will this person require individual M-File's access?

Yes

No

9. Will this person require any additional software access? (20-20 Design, OMS, Silverline, Andersen Access, Brosco Express, etc.?)

Yes

No

If yes, what software?

10. When is this person's first workday?
