

NAME _____ DATE ISSUED _____

ONBOARDING CHECKLIST

SOCIAL MEDIA

- Facebook (Like and See First)
 - Start Using Bussiness.Facebook.com (if you are invited to be admin on any of our pages)
 - BattleChefs
 - MyTasteBudsTv
 - MyZrw
 - MyTasteBuds
 - ZimChefs

- Twitter (Follow)
 - Battle_Chefs
- Instagram
 - Battle_Chefs
- Pintrest
 - Follow MyEatout
- LinkedIn
 - Connect with all staff
 - Update your profile according to doc supplied (Insert Link here)
- YouTube (Subscribe to Channel)
 - MyTasteBudsTv
 - BattleChefsAfrica
 - BattleChefs
- WhatsApp
 - Send Electronic Contact Card to all on the Team
 - Get Electronic Contacts from Team and update your Contacts
 - Subscribe to MyTastebudsTV Broadcast
 - Join Office Groups
- Gmail
 - Get Familiar with Google Contacts & Install App on Phone
 - If you are on official email address install INBOX

ON LINE APPLICATIONS

- Google Maps - Learn about dropping pins and sharing locations - *when you have figured it out send your supervisor a sample and explain a possible way to use this service in our business.*

- Google Docs - start Using Google Doc for Collaboration (Full Suite)
- Offline - install and use Open Office
- Gmail - INBOX if on official email (<https://www.google.com/inbox/>)
- Google Calendar - *start using it as a tool to make appointments, request for meetings and share your calendar with team mates*
- Google Drive - use to share files - *share a file to show that you understand the use of this.*
- PhotoGrid for Photo Manipulation - *Install on your phone and share a sample of 3 photos you would have manipulated using this app*
- BBC News App for International News
- Browser - Preferred - Google Chrome
- Basecamp (www.basecamp.com)
 - Download and use apps for Desktop and Mobile

OFF LINE APPLICATIONS

- Install Open Office and get familiar - *this is our preferred alternative to Microsoft Office*
- Set Up Clear Folder Structure for office documents
- Learn and implement Job Card System

FINANCE

- ECOCASH - Sign Up and give accounts your info
- Banking Details - share with accounts

INSPIRATION / EDUCATIONS

- TED TALKS - download app and listen to a talk atleast once a week
- Udemy
- Google Academy
- Allison
- Khan Academy

Signed Completed _____ Date _____

Signed HOD _____ Date _____