

New Hire Checklist

Employee Name: _____

Start Date: _____

Position: _____

Airport/Hangar:

Airport Badge ☐

Hangar Security System ☐

Hangar Key ☐

Corporate:

Employee Badge ☐ EMPLOYEE NUMBER: _____

Company Cell Phone ☐

- Order cell phone cover ☐

Company Laptop ☐

Company Keyboard ☐

Company Docking Station ☐

Company iPad ☐

- Order iPad cover ☐

Company Credit Card ☐

Phone Extension ☐

Email ☐

Uniforms ☐

Company Business Cards ☐

Travel Profile (link rewards program, credit card, etc.) ☐

FAA / US CBP:

Change of Address on FAA Website ☐

Addition to Overflight Permit ☐

Scheduling Program:

Login ☐

Passport/Visas Entered ☐

Airman Certificate Entered ☐

Medical Entered ☐

Personal Contact Information ☐

Mobile Scheduling Set Up ☐

Flight Planning/International Handler:

Login ☐
Air crew ID ☐
Passport/Visas Entered ☐

- 2nd Passport Needed? ☐

Airman Certificate Entered ☐
Medical Entered ☐
Notify team of new employee ☐

Logins/Keys:

Bombardier ☐
Jeppesen ☐
Smartfix ☐
NBAA Login ☐

MISC:

Training Folder Created ☐
Personal/Emergency Contact Information ☐
Update Team Contact List ☐
Update Phone Extension List ☐
Add to Aircraft Insurance ☐
Add to Drug Testing Roster ☐
Team Bio's Sent to New Employee ☐
Secondary Passport / Visas (?) ☐
Passport Photos ☐
Headset ☐
Notify Caterer of New Team Member ☐
Copies of:

- *Airman Certificate* ☐
- *Medical* ☐
- *Passport / Visas* ☐
- *Aircrew ID* ☐
- *Airport Badge* ☐
- *Immunization Record* ☐

NOTES:

Completed By: _____

Date: _____