Onboarding Checklist

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| **Material/Training/Resource** | **Access** | **Rationale** | **Complete by** | **Complete** |
| Badge and login | HR | Necessary for any/all work | End of first day | X |
| Group Handbook | Shared drive hyperlink | Key info on roles, responsibilities, policies, procedures, etc. | 01/31/2025 |  |
| Biohazards training | Health and Safety office | Required for all employees | 01/08/2025 | X |
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