NEW EMPLOYEE ONBOARDING →

"Core" Concepts

1

NEW EMPLOYEE ONBOARDING →

Welcome to the team!

We're happy to help you settle down and get started.

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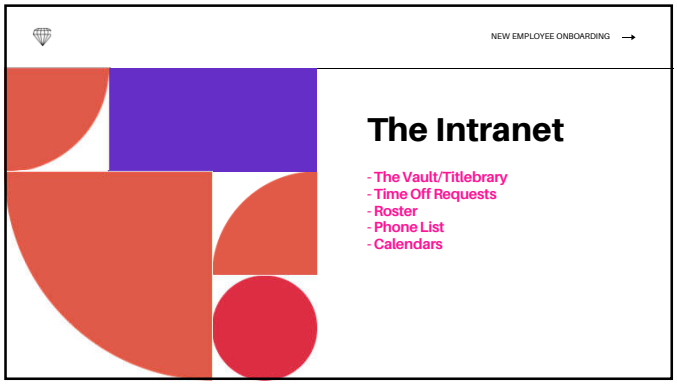
NEW EMPLOYEE ONBOARDING →

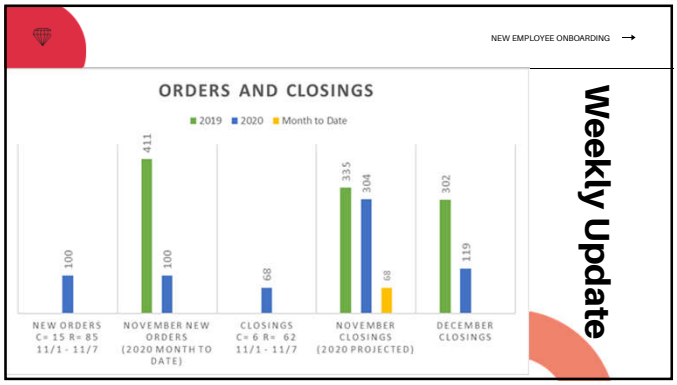
Communication

1. Zoom
- The Core
- Meeting Basics
- Phone App
2. Email- Outlook
- Booking Conference Rooms
- Phone App
3. Phones-Avaya

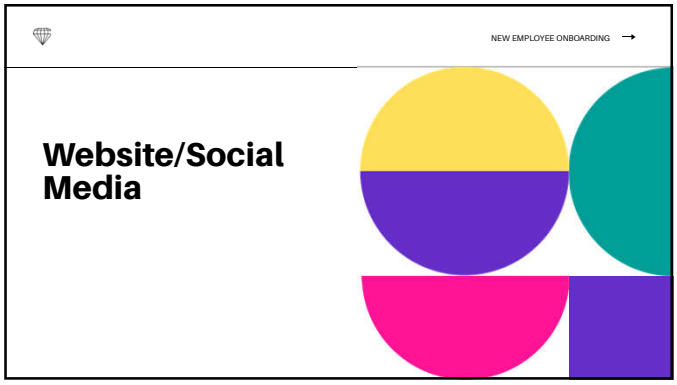
3


NEW EMPLOYEE ONBOARDING
The Intranet
- The Vault/Titlebrary
- Time Off Requests
- Roster
- Phone List
- Calendars

4


NEW EMPLOYEE ONBOARDING
ORDERS AND CLOSINGS
2019
2020
Month to Date
100
411
100
68
335
304
68
302
119
NEW ORDERS C= 15 R= 85 11/1 - 11/7
NOVEMBER NEW ORDERS (2020 MONTH TO DATE)
CLOSINGS C= 6 R= 62 11/1 - 11/7
NOVEMBER CLOSINGS (2020 PROJECTED)
DECEMBER CLOSINGS
Weekly Update

5


NEW EMPLOYEE ONBOARDING
Website/Social Media

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How We Gather

Townhalls and Huddles

7

NP Dodge Shared Services

Human Resources
IT

8

Who can help me?

Human Resources

Requesting Time Off/Scheduling Concerns
This can be done via the Intranet under "HR" "Time off Request"

Payroll
We use ADP for daily clocking in and out and for payroll. You can use ADP to view your accrued vacation, paystubs, and W2s as well. Contact TS Timeclock if you missed clocking in or clocking out.

Benefit Enrollment and Questions
Human Resources handles all benefit enrollment and can answer any questions relative thereto.

Your Team Lead

How Much You Get Paid
Compensation conversations will be with your lead.

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NEW EMPLOYEE ONBOARDING →

IT

Who can help me?

ResWare Team

Equipment Issues
IT can help with monitors, docking stations, cameras, microphones,

Avaya Phone
IT can provide listening devices such as a softphone, headsets, headphones, etc.

ResWare isn't working right or I don't know how to do something in ResWare
Contact the ResWare Team if you are having a hard time getting something to work right or if you have an idea for a system improvements.

SoftWare Issues
Email, VPN, Citrix

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NEW EMPLOYEE ONBOARDING →

Contact Information

Benefits Questions	Benefits@npdodge.com
Clock In/Out Misses	ts_timeclock@npdodge.com
IT Request	itrequest@npdodge.com
ResWare Team (Day to Day)	ResWare@titlecorenational.com
ResWare Wishlist (New Ideas)	ResWarewishlist@titlecorenational.com
Social Media Post Ideas	gcarmody@titlecorenational.com

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NEW EMPLOYEE ONBOARDING →

Your First 6 Months

NP Dodge Welcome Breakfast

30 Day Check In

90 Day Check In

Performance Review (at 6 Months)

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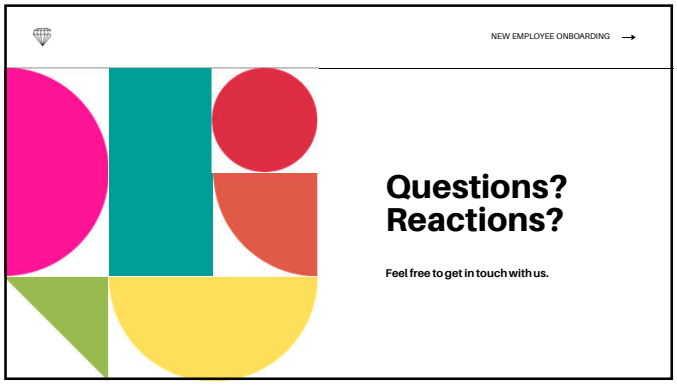
NEW EMPLOYEE ONBOARDING
Questions?
Reactions?
Feel free to get in touch with us.

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