Klarstig

Administration Travel Onboarding Quiz

Use this short knowledge check to discuss sound working practices. Choose one answer for each scenario and explain how you would apply the guidance in your role.

Contact and reference

Organization using this document

Your name or contact reference *

Email for a reply if needed

Information for this document

Learner name or reference *

When instructions are unclear what should you do first *

- ☐ Skip the task without telling anyone
- ☐ Ask the responsible person for clarification
- ☐ Assume the usual approach is acceptable

What is the best way to document a completed task *

- ☐ Record the result date and relevant evidence
- ☐ Mark complete before checking the result
- ☐ Rely only on memory

A new colleague asks to use your account while waiting for access what should you do *

- ☐ Share your password temporarily
- ☐ Leave your account signed in for them
- ☐ Direct them to the approved access process

How should you confirm that onboarding is complete *

- ☐ Skip any task that takes too long
- ☐ Check required tasks access and the agreed handover with the responsible person
- ☐ Assume the first day means everything is complete

How will you apply these principles to your work *

Specific details

Role or service being introduced

Complete when relevant to this request.

Information access and support needed to begin

Operating context

Trip itinerary destination or booking reference

Complete when relevant to this request.

Travel dates party size accessibility and coordination needs

Team specific details

Administrative record owner or reference

Complete when relevant to this request.

Filing handover and record handling requirements

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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