Klarstig

# Legal Community Organizations Employee Onboarding Checklist

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Work through the checks for the activity and record exceptions. Mark a step complete only when its required evidence is available.

## Contact and reference

**Organization using this document**
Maple Street Community Center

**Your name or contact reference ***
Alex Rivera

**Email for a reply if needed**
alex.rivera@example.com

## Information for this document

**Date of checks ***
November 14, 2026

**Person performing checks ***
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

**Access permissions reviewed ***
Pending

**Equipment and supplies checked ***
Complete

**Required information shared with the team ***
Pending

**Records and handover updated ***
Complete

**Unfinished items and exceptions**
Two boxes of children's winter coats (sizes 4-10) and three unopened packs of socks.

**Follow up owner and due date**
Facilities lead: entrance repairs by 30 November. Program coordinator: updated sign-in process by 5 December.

## Specific details

### New role manager and start date

Complete when relevant to this request.

November 14, 2026

### Equipment access orientation and first week arrangements

(Free-text answer - not filled in for this example)

## Operating context

### Community program or neighborhood

Complete when relevant to this request.

A 12-week after-school reading club for 30 students, led by trained volunteers at the community center.

### Participation access communication and volunteer arrangements

(Free-text answer - not filled in for this example)

## Team specific details

### Responsible reviewer and relevant jurisdiction or agreement

Complete when relevant to this request.

Operations

### Exact terms authority evidence and questions requiring review

Photos of the entrance (3), the November sign-in sheets and the maintenance ticket MT-2026-0142.

## 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.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA