Klarstig

# 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 ***

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

**What is the best way to document a completed task ***

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

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

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

**How should you confirm that onboarding is complete ***

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

**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

### Organization branch or team concerned

Complete when relevant to this request.

### Local requirements and constraints relevant to this document

## 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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