Klarstig

# Onboarding Quiz

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

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**

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

**Learner name or reference ***

Alex Rivera

**When instructions are unclear what should you do first ***

Ask the responsible person for clarification

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

Rely only on memory

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

Leave your account signed in for them

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

Assume the first day means everything is complete

**How will you apply these principles to your work ***

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

## Specific details

**Role or service being introduced**

Complete when relevant to this request.

Program coordinator

**Information access and support needed to begin**

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

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

Maple Street Community Center

### Local requirements and constraints relevant to this document

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

## 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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