

Concierge Name:

Date of Hire:

Requirement	Action	Date Completed
Offer Letter		
Offer Letter returned signed		
W-4	IRS Form	
New Hire Reporting to state		
Direct Deposit Form	Payroll	
Concierge Position Agreement	SBJC Operations Portal	
Employee Confidentiality	SBJC Operations Portal	
Concierge Scorecard	SBJC Operations Portal	
Section 3 ConciergeConnect	SBJC Operations Portal	
Recruiting Salon Professionals	SBJC Operations Portal	
Salon Tour Practicum	SBJC Operations Portal	
Safety & Security	SBJC Operations Portal	
Tour Competition		
Meet Suite Owners		
Salon Keys		
Set Up Access Control System		
ConciergeConnect Training	SBJC	
RENTEC Training	SBJC	
Salesforce Training	SBJC	
Website Training	SBJC	
Computer Login Access		
Email Access		
Salon Training by Franchisee/Area Manager		
Other Items:		

