



New Employee Integration Book Contents

Left Side Pocket:

1. Office Key
2. Building Security Pass
3. Hours of Operation

Welcome Section:

1. Welcome memo from Larry
2. Integration Schedule - *start each daily section w/ sched.*
3. Week 1 Assessment Form
4. Current Organizational Chart
5. Current Team Chart
6. Lasting Impressions article (Inc July 1998)
7. Daily Questions to consider - *split up by day*
8. Non-Compete (2 copies)
9. Non-Compete Q&A
10. Non-Compete Article

All About RSI Section:

1. The RSI Strategy
2. A Clear Point of Distinction
- ③ Corporate Values
- ④ Keys to Our Collective Success
5. CEO Portrait (Philadelphia Business Journal October 2001)
6. 40 Under 40 (Business News New Jersey March 2000)
- ⑦ Going The Extra Mile by Jim Cecil
- ⑧ What's Your Culture Worth (Inc September 2001)
9. Goals 2002 (Power Point January 2002)
10. Employee Benefit Statements - *to benefits section*

Collaborative Way Section:

1. Collaborative Way
2. The Ethic of Responsibility
3. Rodel's Leadership Training Article (Inc March 1997)

OBM Section:

1. RSI's Financial Operations: Outline
2. RSI Financial Statement (Current Month) – Executive Summary
3. RSI Scorecard (Current Month)
4. Profit Graph: Current vs. Forecast
5. Net New Sales Graph: Current vs. Forecast
6. OBM Annual Forecast
7. RSI's OBM: Outline
8. OBM Made Easy (February 1999)
9. RSI OBM Rules (January 2002)
10. OBM Shares Eligibility Chart
11. OBM Preliminary Results
12. Huddle Schedule for 2002
13. Logic of Profit Article (Inc March 1996)
14. Building Fund Chart

Payroll & Benefits Section:

1. RSI Benefit Administration Chart
2. 2002 Benefits Summary
3. 401(k) Plan Summary (1 page)
4. Contribution Information Sheet (June 2002)
5. Paid Holidays for 2002

Forms Section:

1. W-4
2. Direct Deposit
3. I9
4. New Employee Information
5. Personnel Announcement
6. Week 1 Self Assessment
7. Monthly Expense Form
8. Supply Order Form

Using Your Phone Section:

1. Phone System Operation Flow Chart
2. Setting Up Your Voice Mail
3. Memo: Using Voice Mail as an Extension of Yourself
4. Working with greetings: Quick Guide
5. Voice Mail Options Chart
6. Memo: Delivering A+ Phone Support
7. Extension List: Alpha order by Last Name
8. Extension List: Extension Order
9. Extension List: Alpha order by First Name
10. Time Expected Back
11. Phone User's Guide
12. Getting the Most Out of Voice Mail (Fortune November 1999)
13. Back Door Article

Technology Section:

1. RSI Technology – A Mindset: Outline
2. Logons and Passwords
3. Outlook Introduction: Outline
4. Using the Carrier Update Database
5. Group Think Article (Inc Technology 1996)
6. Improve Your Email Etiquette
7. The Rules of Email Article (Macworld October 1995)
8. Technology Trends Article (HIU April 2000)
9. BrokerDB Simplified Structure Chart
10. BrokerDB Chart
11. BrokerDB User's Guide

What Else Section:

1. RSI Master Blue File Layout
 2. RSI's Professional Relationships
 3. Crime Log Article
 4. Professional Development Article
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Notes Section: