

New Hire Checklist

Before Employee Starts Work:

- ☐ Mail or distribute an offer letter, employee handbook, and any other forms that need to be filled out before the new hire's first day of work.
- ☐ Let existing staff know some background info about their new coworker
- ☐ Set up personnel files and a tickler file to remind you of the person's employment anniversary, birthday, performance & salary review dates, eligibility for insurance, etc.
- ☐ Order uniform(s) and any other necessary equipment or supplies.
- ☐ Plan a day-by-day orientation and training program; issue an agenda or schedule so the trainee(s) and trainer(s) know who is responsible for what, when it will happen, and where.

Employee's First Day:

- ☐ Collect the completed paperwork (employee personal information profile, W4, I9, employee availability form, etc.)
- ☐ Make introductions all around while giving a tour of the facility with special emphasis on areas set aside for employees.
- ☐ Have new employee spend some informal time with co-workers and other key players within the restaurant.
- ☐ Provide emergency phone number list
- ☐ Point out the location of federal and state required employment law posters and answer any questions they have about:
 - Family & Medical Leave Act
 - Employee Polygraph Protection Act
 - Fair Labor Standards Act (minimum wage)
 - Equal Employment Opportunity Act
 - Notice to Workers with Disabilities
 - Any state regulations
 - OSHA's job-safety and health-protection information.
- ☐ Review job description and key policies & procedures with the employee. Make sure that all of the employee's questions have been answered.
- ☐ Review "My Commitment to My Employer & Myself" card and ask employee to sign the card.
- ☐ Issue any keys, supplies, or equipment the person will need
- ☐ Take employee through a typical day/shift from arriving at work to leaving or have them "shadow" a coworker in the same position for one day or shift.
- ☐ Overall, help them understand "the big picture," the business philosophy, and how they fit in