Territory

Employee Orientation Checklist

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Enrollment Forms:**

These forms need to be collected and the manager/onboarding supervisor will need to enter the information form these forms into prism on day 1.

* Employee Enrollment packet (cover)
* Employee Enrollment packet work-site employer form (filled out by manager)
* I-9 Form – Employee form
* I-9 Form- Employer form
* W4 Federal
* W4 State
* Equal Opportunity Disclosure Statement (optional)
* Direct deposit (optional)
* ***All above documents go into employee jacket.***

***Employee Jac*ket:**

* Employee Position Offer Letter – Employee signature
* Position Description - Employee signature
* Employee Handbook – Employee signature
  + Territory: Computer E-mail and internet usage – Review with employee
  + Territory Confidentiality Policy – Review with employee
  + Review dress code.
* Receipt of uniform/equipment - Employee signature
* Employee Job application
* Dispute Resolution Policy – Employee signature.
* Meal and Rest period exemption (If necessary). Employee signature
* Any OLCC, Food Handlers, or other licenses or permits – copy for file

**Review and copy to Employee:**

* The Independence, A Trace Hotel “the Basics” Review with employee
* Emergency Policy and Procedures Manual- Review with employee
* Health and Benefits package summary
* Management Contact Info

**Territory Position Orientation**:

* Discuss OPEN DOOR policy and Chain of command.
* How to handle/communication preference. Via phone, text, email
* Review training schedule and method. Who is training, how, what is the timeline?
* Communication with guest – “We”, “Please”, “Thank You”
* Company objectives: wow and delight customers, provide a great working environment of mutual respect for our team, serve our community and be profitable, these are all connected.
* Tour Hotel and introduce other members of staff.

**Salary Review:**

* Confirm salary
* Pay period, payday
* Schedules, Schedule request
* Attendance expectations
* Time clock procedures
* Forgetting to clock in/out
* Sick day call in policy

**Performance Evaluation:**

* Explain performance review

**General Work Information:**

* Employee entrance and exits
* Employee restrooms
* Employee parking areas
* Storage of personal property
* Breaks/meal area
* Personal call, personal visits during on clock hours
* Smoking areas
* Employee bulletin board
* First Aid Kits
* Sharps container locations

**Miscellaneous Information: Key to include in first couple days of training.**

* Lost and Found procedure
* Maintenance Requests
* Hotel/Restaurant address and Phone number
* Managers contact information
* Directions to/from property
* Local area attractions, events, shopping, etc.

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_