

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 from 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 Jacket:

- 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 _____