Territory

Employee Orientation Checklist

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

The Manager/Supervisor will initial each item as it is completed/collected. *Employee Enrollment Forms* (the first section) need to be collected by the end of the employee’s first shift. The remaining items need to be completed by the end of the employee’s third shift; however, an employee may not work a shift alone until the entire list is completed.

**Employee Enrollment Forms (All in one Document):**

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

* Employee Enrollment packet 1st page by employee
* Employee Enrollment packet work-site employer form (filled out by manager)
* I-9 Form – Employee form (does not go in employee jacket)
* I-9 Form- Employer form (does not go in employee jacket)
* W4 Federal
* W4 State
* Equal Opportunity Disclosure Statement (optional)
* Direct deposit (optional)
* ***All above information is entered into Prism***

**Employee Jacket Materials:**

* Position Description - Employee signature
* Employee Handbook - Employee signature page is collected
* Receipt of uniform/equipment - Employee signature
* Employee Job application (if applicable)
* Dispute Resolution Policy – Employee signature.
* Any OLCC, Food Handlers, or other licenses or permits – copy for file
* ***All information from pg. 1 (except the I9 which is kept in a separate folder) is entered into the employee jacket. Date \_\_\_\_\_\_\_\_\_***

**Review and provide a Copy to Employee (a print copy and email if requested):**

* The Independence, A Trace Hotel “the Basics” Review with employee
* Emergency Policy and Procedures Manual- Review with employee
  + Employee Signature Confirming Receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* OLCC Policies and Procedures
  + Employee Signature Confirming Receipt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Health and Benefits Summary for Full Time – offer printed copies as needed
* Provide Management Contact Info

**Territory Position Orientation**:

* Discuss Open Door policy and chain of command.
* How to handle/communication preference (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 phenomenal dining experience, provide a great working environment of mutual respect for our team.
* Tour the restaurant and introduce new employee to staff (show the rooftop and relevant parts of the hotel).

**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**

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

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

\*This checklist should be kept in the Employee Jacket