



New Hire Orientation Checklist

(New hire orientation is to be conducted by the General Manager before the employee's first day of training)

Employee Name: _____ Date of Hire: _____

Bold items = print at restaurant, give to employee

Meet with New Hire -

- ___ Teach clock-in/out procedures
- ___ Copy food handler's card
- ___ Copy liquor license
- ___ Employee Handbook (cover to cover)
- ___ **Job Description (2 copies signed – one for team member one for file)**
- ___ **Performance Standards**
- ___ Training process/expectations
- ___ **Give copy of the menu**
- ___ **Give copy of table charts**
- ___ Performance review process
- ___ EAP brochure/card
- ___ Benefits/eligibility
- ___ Tour restaurant
- ___ Conduct Safety Orientation
- ___ Buy their first meal

New hire completes paperwork -

- ___ Application
- ___ PIN
- ___ W-4 (current year)
- ___ A-4 (current year)
- ___ I-9
- ___ WOTC
- ___ Direct deposit/pay card option
- ___ Handbook signature page
- ___ Shift availability
- ___ Unum Co. Paid Life Beneficiary Form
- ___ Exchange Model Notice
- ___ Hire Source: _____

Administration -

- ___ Add to schedule
- ___ Add employee to Micros
- ___ Add to phone list
(+ emergency contact)
- ___ Complete Section #2 on I-9 form
- ___ Post memo to introduce to team

Manager Signature: _____ Date: _____

Scan PIN and W4 to Home Office on day of hire.
Send complete checklist and all paperwork to Home Office via HR packet.

Updated 1/11/2019