



## 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.