

New Hire Orientation Checklist

Part One –Orientation and completion of New Hire Paperwork

<i>Trainee Initials</i>	<i>Trainer Initials</i>	<i>Date Reviewed</i>	<i>Task Reviewed</i>
			Completion on all New Hire Paperwork <ul style="list-style-type: none"> • Application • Background Check Authorization Form • I-9 • W-4 • Employee Handbook Receipt of Acknowledgment • Direct Deposit
			Review of Job Description-Signed and Dated
			Review of the Employee Handbook
			Payroll & Time Clock <ul style="list-style-type: none"> • Location of Time Clock • Review Punch In / Out Procedures • Pay Periods and Pay Dates • Overtime Policy
			Review of upcoming training-what to expect
			Satisfying your Customers – STAR Program
			Recap and Review-Question and Answer session

New Hire Orientation Checklist

Part 2: Management Staff & Orientation to Property

<i>Trainee Initials</i>	<i>Trainer Initials</i>	<i>Date Reviewed</i>	<i>Task Reviewed</i>
			Meet Management Staff <ul style="list-style-type: none"> • General Manager • Assistant General Manager • Department Heads • Supervisors
			Tour of Property: <ul style="list-style-type: none"> • Front of House • Back of House • Laundry/Housekeeping • Meeting Space and Restaurant/Lounge (if applicable) • Fitness Center/Pool/Recreational Facilities • Tour of Guestrooms • Employee Break Room • Parking Policy
			Scheduling <ul style="list-style-type: none"> • Review meal break options • Policy for Calling Off • Department Scheduling • Request for Time Off Policy
			Uniform & Appearance <ul style="list-style-type: none"> • Uniform Contract <i>*Uniform Issued</i> • Review Appearance Standards