

0240

Driver Contractor On-Boarding Checklist

Purpose

The purpose of this checklist is to ensure that all site requirements for contractors are completed.

Name: Andrew Keihn	Start Date: 10-14-16
Position: 2nd Shift Driver	Supervisor: Dick A.

33666

	Task	Status
Before First Day	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	<input type="checkbox"/>
	Provide job information- CMG	<input type="checkbox"/>
	Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	<input type="checkbox"/>
	Contact new employee to answer questions and set expectations - CMG	<input type="checkbox"/>
	Background checks completed and References verified- CMG	<input type="checkbox"/>
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	<input type="checkbox"/>
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG	<input type="checkbox"/>
First Day/Orientation	Complete Good Management Practice & Safety Training - CMG	<input type="checkbox"/>
	New Hire Packet (explain benefits, policies, & procedures) - CMG	<input type="checkbox"/>
	Complete paperwork, badge, time clock (in & out) - CMG	<input checked="" type="checkbox"/>
	Introduce new employee to training sponsor	<input checked="" type="checkbox"/>
	Supervisor welcome new employee	<input checked="" type="checkbox"/>
	Communicate vision and mission.	<input checked="" type="checkbox"/>
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	<input checked="" type="checkbox"/>
	Provide Safety Expectations (AWAIR)	<input checked="" type="checkbox"/>
First Week	Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	<input checked="" type="checkbox"/>
	Ensure the job roles and responsibilities are clearly communicated to the new employee.	<input checked="" type="checkbox"/>
	Introduce the new employee to other employees and management.	<input checked="" type="checkbox"/>
	Ensure driver understands how to fill out paperwork correctly.	<input checked="" type="checkbox"/>
	Ensure the tools required for the job and proper working techniques are reviewed.	<input checked="" type="checkbox"/>
	Ensure the hazards of the equipment and safety guards are reviewed.	<input checked="" type="checkbox"/>
	Provide a list of contacts who can address the new employee's questions on a variety of issues.	<input checked="" type="checkbox"/>
	Ensure driver understands the schedule and start times accordingly.	<input checked="" type="checkbox"/>
	Ensure driver knows how to operate phone to make calls, logging in, pre and post trips.	<input checked="" type="checkbox"/>
	Ensure driver has phone numbers to contact supervisors and stores about delivery issues.	<input checked="" type="checkbox"/>
Gather feedback about the orientation program from the new employee.	<input checked="" type="checkbox"/>	

CMG Supervisor: Nate Ritter **Date:** 10-14-16

SuperMoms Training Sponsor: Bur **Date:** 12-12-16

SuperMoms Supervisor: [Signature] **Date:** 11/8/16

SuperMoms Manager: [Signature] **Date:** 12/8/16

SuperMoms Human Resources: [Signature] **Date:** 12/22/16