

Contractor On-Boarding Checklist

Purpose

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

Name: Unity Muna	Start Date: 12/9/14
Position: Commissary	Supervisor: Chris Jacobsen

	Task	Status
Before First Day	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	X
	Provide job information- CMG	X
	Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	X
	Contact new employee to answer questions and set expectations - CMG	X
	Background checks in process- CMG	X
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	X
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG Chris J.	X
First Day/Orientation	Complete Good Management Practice & Safety Training - CMG	X
	New Hire Packet (explain benefits, policies, & procedures) - CMG	X
	Complete paperwork, badge, time clock (in & out) - CMG	X
	Introduce new employee to training sponsor	X
	Supervisor welcome new employee	☒
	Communicate vision and mission.	☒
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	X
	Provide Safety Expectations (AWAIR)	☒
First Week	Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	
	Ensure the job roles and responsibilities are clearly communicated to the new employee	☒
	Introduce the new employee to other employees and management	☒
	Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures.	☒
	Ensure the tools required for the job and proper working techniques are reviewed.	☒
	Ensure the hazards of the equipment and safety guards are reviewed.	☒
	Provide a list of contacts who can address the new employee's questions on a variety of issues.	☒
	Gather feedback about the orientation program from the new employee.	☒

CMG Supervisor: Taylor Barsness Date: 12/9/14p

SuperMoms Training Sponsor: Chris Jacobsen Date: 1-22-15

SuperMoms Supervisor: Chris Jacobsen Date: 1-22-15

SuperMoms Manager: Michelle Schumacher Date: 1/26/15

SuperMoms Human Resources: Christa Powers Date: 1-27-15