

Contractor On-Boarding Checklist

Purpose

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

Name: <u>Teri Kokesn</u>	Start Date: <u>5/24/14</u>
Position: <u>Shipping</u>	Supervisor: <u>Angela D.</u>

	Task	Status
Before First Day	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	☒
	Provide job information- CMG	☒
	Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	☒
	Contact new employee to answer questions and set expectations - CMG	☒
	Background checks completed and References verified- CMG	☒
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG <u>Drug Screen N/A</u>	☒
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG	☒
First Day/Orientation	Complete Good Management Practice & Safety Training - CMG	☒
	New Hire Packet (explain benefits, policies, & procedures) - CMG	☒
	Complete paperwork, badge, time clock (in & out) - CMG	☒
	Introduce new employee to training sponsor	☒
	Supervisor welcome new employee	☒
	Communicate vision and mission.	☒
	Discuss PPE requirements (i.e. smock, hair/beard net, boots, ear protection, washing procedures)	☒
First Week	Provide Safety Expectations (AWAIR)	☒
	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: [Signature] Date: 05/27/14

SuperMoms Training Sponsor: Angela Soto Date: 5-27-14

SuperMoms Supervisor: Angela Delsing Date: 5/29/14

SuperMoms Manager: [Signature] Date: 5/30/14

SuperMoms Human Resources: Christa Pardo Date: 6-2-14