Contractor On-Boarding Checklist

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

Name: Mamonica Rodriguez   **Start Date:** 9/29/14

Position: contractor sanitation 2   **Supervisor:** Jon Baron

	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 in process- CMG	☐
	Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	☐
	Obtain a training sponsor from SuperMom's Manager or Supervisor – CMG Francisco	☐
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)	☑
	Provide Safety Expectations (AWAIR)	☑
	Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	☑
First Week	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:** 9/29/14

SuperMoms Training Sponsor: Miguel Ruiz   **Date:** 10-2-14

SuperMoms Supervisor: Jonathan Baron   **Date:** 10/2/14

SuperMoms Manager: _(signature)_   **Date:** 10/2/2014

SuperMoms Human Resources: _(signature)_ Christa Paus 10-8-14   **Date:** 10/7/14