

## Contractor On-Boarding Checklist

**Purpose**

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

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Name:</b> <u>MU Hser</u>        | <b>Start Date:</b> <u>12/8/14</u>       |
| <b>Position:</b> <u>commissary</u> | <b>Supervisor:</b> <u>Nick / Denise</u> |

|                              | Task                                                                                                                                   | Status                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <b>Before First Day</b>      | 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 in process- 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"/>            |
| <b>First Day/Orientation</b> | 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 type="checkbox"/>            |
|                              | Introduce new employee to training sponsor                                                                                             | <input type="checkbox"/>            |
|                              | Supervisor welcome new employee                                                                                                        | <input type="checkbox"/>            |
|                              | Communicate vision and mission.                                                                                                        | <input 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 type="checkbox"/>            |
| <b>First Week</b>            | Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.                                         | <input type="checkbox"/>            |
|                              | Ensure the job roles and responsibilities are clearly communicated to the new employee                                                 | <input type="checkbox"/>            |
|                              | Introduce the new employee to other employees and management                                                                           | <input type="checkbox"/>            |
|                              | Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures. | <input type="checkbox"/>            |
|                              | Ensure the tools required for the job and proper working techniques are reviewed.                                                      | <input type="checkbox"/>            |
|                              | Ensure the hazards of the equipment and safety guards are reviewed.                                                                    | <input type="checkbox"/>            |
|                              | Provide a list of contacts who can address the new employee's questions on a variety of issues.                                        | <input type="checkbox"/>            |
|                              | Gather feedback about the orientation program from the new employee.                                                                   | <input type="checkbox"/>            |

CMG Supervisor: [Signature]

Date: 12/8/14

SuperMoms Training Sponsor: Jessie L.

Date: 12/9/14

SuperMoms Supervisor: Denise Bruck

Date: 12/9/14

SuperMoms Manager: Michelle Wichemey

Date: 12/10/14

SuperMoms Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_