

### Contractor On-Boarding Checklist

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

Purpose

Name: <u>Therese Carter</u>	Position: <u>Shipping</u>
Start Date: <u>5/12/14</u>	Supervisor: <u>Angela DeBarny</u>

Task	Status	Task
Send welcome packet with important information (e.g. benefits & first day logistics). - CMG	<input checked="" type="checkbox"/>	
Provide job information- CMG	<input checked="" type="checkbox"/>	
Encourage the review and completion of paperwork (if feasible) Before Day 1 - CMG	<input checked="" type="checkbox"/>	
Contact new employee to answer questions and set expectations - CMG	<input checked="" type="checkbox"/>	
Background checks completed and References verified- CMG	<input checked="" type="checkbox"/>	
Complete Drug Screening and assign/prepare logistics (i.e. lockers) - CMG	<input checked="" type="checkbox"/>	<u>Drug Screen N/A</u>
Obtain a training sponsor from SuperMom's Manager or Supervisor - CMG	<input checked="" type="checkbox"/>	<u>Amanda Soto</u>
Complete Good Management Practice & Safety Training - CMG	<input checked="" type="checkbox"/>	
New Hire Packet (explain benefits, policies, & procedures) - CMG	<input checked="" 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"/>	
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"/>	
Safe operating procedures of equipment, including location of emergency stops and when and how to implement lockout/tagout procedures.	<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"/>	
Gather feedback about the orientation program from the new employee.	<input checked="" type="checkbox"/>	

Date: <u>5/12/14</u>	SuperMoms Training Sponsor: <u>Amanda Soto</u>	Date: <u>5-21-14</u>	SuperMoms Manager: <u>Tom [Signature]</u>	Date: <u>5-21-14</u>	SuperMoms Human Resources: <u>Christa Fowler</u>
Date: <u>5/13-14</u>	SuperMoms Supervisor: <u>Angela DeBarny</u>	Date: <u>5-21-14</u>	SuperMoms Supervisor: <u>Angela DeBarny</u>	Date: <u>5-21-14</u>	SuperMoms Human Resources: <u>Christa Fowler</u>
Date: <u>5/12/14</u>	CMG Supervisor: <u>[Signature]</u>				