

## Contractor On-Boarding Checklist

**Purpose**

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

Name: <u>Kenneth Miller</u>	Start Date: <u>3-1-16</u>
Position: <u>1<sup>st</sup> Commissary</u>	Supervisor: <u>Denise</u>
Days Off: <u>—</u>	Employee #:

	Task	Status
<b>Before First Day</b>	Send welcome packet with important information (e.g. benefits & first day logistics). – CMG	<input checked="" 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: Kate Ritten Date: 3-1-16

SuperMoms Training Sponsor: Rubin Wilson Date: 3-1-16

SuperMoms Supervisor: Denise Bravets Date: 3/1/16

SuperMoms Manager: Michelle Welhomy Date: 3/2/16

SuperMoms Human Resources: [Signature] Date: 3/2/16