

Working  
Fri, Sat, Sun

2810

### Contractor On-Boarding Checklist

**Purpose**

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

<b>Name:</b> Richard Carver	<b>Start Date:</b> 11-11-16
<b>Position:</b> PT Packaging Fri-Sun	<b>Supervisor:</b> Miguel Quintanilla
<b>Days Off:</b> Mon, Tue, Wed, Thur.	<b>Employee #:</b> 3385

	Task	Status
Before First Day	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"/>
First Day/Orientation	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 checked="" type="checkbox"/>	
Conduct Tour – introduction to the rest of the team, emergency exits, fire extinguishers, etc.	<input checked="" type="checkbox"/>	
First Week	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"/>

CMG Supervisor: Kate Rettin Date: 11-11-16

SuperMoms Training Sponsor: Joy Johnson Date: 12/11/16

SuperMoms Supervisor: Angela Dalsang Date: 12/13/16

SuperMoms Manager: Tom Peltz Date: 12-15-16

SuperMoms Human Resources: Jaqueline Date: 12/22/16