



NEW HIRE CHECKLIST

- FOLDER WITH COPY OF OFFER LETTER & RESUME
- COMPLETELY IN TIMEACCESS
- COMPLETED W-4
- COMPLETED I9 FORM
- OFFICE TOUR (DOCUMENT LOCATIONS)
- COMPANY WEBSITE TOUR
- SCHEDULES
- HOW TO CLOCK IN/OUT OR TIME SHEET
- MANAGEMENT SYSTEM OVERVIEW
- TRAINING MODE (PRACTICE)
- SEXUAL HARASSMENT POLICY
- CODE OF ETHICAL CONDUCT
- DRUG/ALCOHOL FREE WORKPLACE POLICY