Employee Orientation Checklist

EMPLOYEE INFORMATION

Name:	Start date:
Position:	Manager:

PART I – Welcome New Employee

☐ Review employee's application to familiarize yourself with his/her experience, training and education.

☐ Discuss Li'l Rizzo's history, mission statement and values.

☐ Review employee's job description with him/her. Include the position's duties and responsibilities.

☐ Explain performance expectations and standards.

☐ Discuss orientation / training schedule.

☐ Explain how employee's position fits into department & relates to other departments & restaurant as a whole.

☐ Review schedule, hours and section chart/table numbers.

☐ Provide employee with Employee Handbook.

☐ Training day 2 - Review key policies:	- Vacation and sick leave - Absences & tardiness - Vacations & holidays - Payroll procedures - Overtime - Tip reporting - Employee benefits - Employee meals - Anti-harassment - Performance reviews - Dress code	- Personal conduct standards - Progressive disciplinary actions - Security - Proprietary & confidential information - Employee safety - Sanitation - Alcohol serving policy - Cell phone use - Accidents & emergency situations - Worker's compensation - Chain of Command

☐ Instruct employee to read Employee Handbook and return Handbook Receipt.

☐ Review job schedule and hours.

☐ Review POS (point-of-sale), credit card processing and other relevant systems.

PART II – Introductions & Tour

☐ Find out what name the employee prefers to go by and introduce him/her to co-workers.

☐ Inform co-workers of the new employee's position and vice versa.

☐ Make sure you explain the functions of each co-worker as you introduce them.

☐ Identify co-workers to whom the new hire can go with any questions.

☐ Give employee tour of restaurant:	- Restrooms - Break area - Parking - Mgr. Office	- Bulletin board - Walk-in, storage - Prep area - Dishroom	- Entry & exit doors - Emergency exits and supplies

PART III – Initial Training

☐ Ensure materials, equipment, supplies needed to do employees job are available and ready.

☐ Review job schedule and hours.

☐ During week 1, meet with employee at the end of EVERY shift to see how they're doing and encourage.

☐ Collect employee's signed Handbook Receipt and file in personnel folder.