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| **Onboarding Checklist** |  |
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| **Employee Name:** | **Employee Position:** |
| **Trainer Name:** | **Employee Start Date:** |

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| **Part 1 – Preparation** | conducted any time prior to the employee’s 1st day |
| [ ]  Ensure that the employee has been scheduled for one or more shifts.[ ]  Ensure that the time clock system is setup to allow the employee to clock-in and clock-out.[ ]  Order name badges, uniforms, and/or any other supplies so that they arrive prior to the employee’s first shift.[ ]  Reserve a copy of the employee handbook.[ ]  Review the employee’s application materials to familiarize yourself with their experience, training, and education.[ ]  Assign a “Buddy” to assist the employee with getting acquainted and adjusted, and answer questions.[ ]  Schedule the “Buddy” to work the same shifts for the new employee’s first five shifts.[ ]  Prepare a New Employee Welcome Kit for the employee (greeting card, free entrée voucher, gift basket, etc.). |
| **Part 2 – Pre-boarding** | conducted the day before the employee’s 1st day |
| [ ]  Call the employee the day before their shift to welcome the employee to the restaurant and restaurant team.[ ]  Find out what name the employee prefers to go by.[ ]  Explain to the employee that they will be paid starting tomorrow and remind them of their payrate [ ]  Remind the employee of their shift start time, and when they should arrive (15 minutes before their shift).[ ]  Share with the employee any policies they must follow before reading the Employee Handbook (parking, dress code, mobile phone policy)[ ]  Ask and answer any questions the employee may have before their first day.[ ]  Provide the employee with the name and contact information of a manager that can answer any questions they have before their first day.[ ]  End with reminding the employee how excited you are that they have joined the restaurant team. |

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| **PART 3 – Welcome** | conducted during the employee’s 1st day |
| [ ]  Find out what name the employee prefers to go by (this should be learned during Pre-boarding).[ ]  Welcome the employee when they arrive.[ ]  Present the employee with the New Employee Welcome Kit.[ ]  Give a brief overview of the first shift.[ ]  Explain the onboarding process and give an overview of the activities for the 1st – 5th shifts.[ ]  Explain the role of a “Buddy.”[ ]  Introduce the employee to their assigned “Buddy.” |
| **PART 4 – Culture**  | conducted during the employee’s 1st day |
| [ ]  Discuss restaurant’s history, mission, vision, and core values.[ ]  Share examples and explain how the mission, vison, and values are demonstrated and encouraged in the day-to-day operations of the restaurant. |
| **PART 5 – Clarification** | conducted during the employee’s 1st day |
| [ ]  Review the employee’s job description with them, including the position’s duties and responsibilities.[ ]  Explain the performance expectations and standards of the restaurant. [ ]  Explain how performance will be evaluated and review performance evaluation form.[ ]  Explain how the employee’s position fits into the department, and relates to other departments and the restaurant as a whole.[ ]  Review the restaurant’s normal hours of operation, and for holidays or special occasions.[ ]  Review the employee’s schedule and hours.[ ]  Provide the employee with the Employee Handbook. |
| **PART 6 – Compliance** | conducted during the employee’s 1st day |
| [ ]  Dress code[ ]  Entering/exiting restaurant[ ]  Mobile phone use[ ]  Absences & tardiness[ ]  Staff meetings[ ]  Personal conduct standards[ ]  Anti-harassment[ ]  Performance reviews[ ]  Progressive disciplinary process | [ ]  Payroll procedures[ ]  Overtime[ ]  Tip reporting[ ]  Employee benefits[ ]  Vacation leave[ ]  Sick leave[ ]  Holidays[ ]  Employee meals | [ ]  Employee safety[ ]  Sanitation[ ]  Alcohol serving policy[ ]  Accidents & emergencies[ ]  Worker’s compensation[ ]  Security[ ]  Proprietary & confidential information[ ]  Employee handbook receipt |
| [ ]  Remind the employee to read the Employee Handbook and return the Handbook Receipt. |

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| **PART 7 – Connection** | conducted during the employee’s 1st day |
| Tour the entire restaurant (introduce the employee to co-workers, and explain the roles of each co-worker): |
| [ ]  Dining room[ ]  Restrooms[ ]  Break area[ ]  Parking | [ ]  Bulletin board[ ]  Walk-in storage[ ]  Prep area[ ]  Dish room | [ ]  Office locations[ ]  Entry and exit doors[ ]  First-Aid Kits and Supplies[ ]  Emergency Exits |
| **PART 8 – Position Training** | conducted after the employee’s 1st day |
| [ ]  Collect Employee Handbook Receipt and file it with the employee’s personnel materials.[ ]  Ensure materials, equipment, supplies needed to do employees job are available and ready.[ ]  Complete training for employee’s assigned position (see position specific training materials). |
| **PART 9 – Pre-shift Follow-up** | conducted prior to the employee’s 1st shift |
| [ ]  Review performance expectations and standards of the restaurant.[ ]  Meet with the new employee and their assigned Buddy to discuss the shift’s activities. |

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| **PART 10 – Post-shift Follow-up** | conducted at the end of the employee’s 1st – 5th shifts |
| **Shift 1:**[ ]  Ask the employee how they are adjusting to the new position.[ ]  Review the employee’s job performance.[ ]  Offer direction and encouragement.**Shift 2:**[ ]  Ask the employee how they are adjusting to the new position.[ ]  Review the employee’s job performance.[ ]  Offer direction and encouragement.**Shift 3:**[ ]  Ask the employee how they are adjusting to the new position.[ ]  Review the employee’s job performance.[ ]  Offer direction and encouragement.**Shift 4:**[ ]  Ask the employee how they are adjusting to the new position.[ ]  Review the employee’s job performance.[ ]  Offer direction and encouragement.**Shift 5:**[ ]  Ask the employee how they are adjusting to the new position.[ ]  Review the employee’s job performance.[ ]  Offer direction and encouragement. |

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| **Trainer Name:** | **Completed Date:** |
| **Trainer Signature:** |