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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:** | |