

ON-BOARDING CHECKLIST

Pre- Boarding

BASICS

- Wage / Bonus in Written Conditional Offer Letter**
- Performance Expectations Understood and in Writing**
- Share Vision – Mission – Success Behaviors**
- Verify tools, PPEs, Uniforms, Vehicles Ready**

PROCESS

- Onboarding Agenda and Process Ready**
- Presenters and Participants are Ready and Scheduled**
- New Team Member Knows Dress Code and Expected Appearance**
- New Team Member Knows Where and When to Report to on First Day**

Onboarding Day One

PROCESS

- Presenters and Participants Prepared and On Time**
- Have Onboarding Checklist Prepared**
- Warm Greeting!
- Where to Park – Rest Room Locations etc.
- Review Onboarding Plan and Schedule

CULTURE

- Vision, mission, core values, and success behaviors
- Introduction to key people
- Tour of facility
- Company dos and don'ts
- Assign a coach or buddy

EXPECTATIONS REVIEWED

- Job description review
- Punctuality and success behaviors reviewed and understood
- List of corporate policies
- Employee handbook reviewed and signed
- Yard norms: parking, break times, lunch time, time card process
- Performance expectations: quality, safety, productivity, training, and certifications
- Performance appraisal form
- Job Site Norms and Etiquette
- What to do if things aren't right

Onboarding Day One Continued

REVIEW OF COMPLIANCE

- Verify I9 requirements are in place
- W-4 Payroll Forms
- Drug testing (if in place)
- Complete E-verify where required or where companies have in place
- Workers' compensation
- Unemployment insurance
- State disability insurance
- Sexual harassment review
- Equal Employment Opportunity
- Cell Phone Assignment (Where applicable)
- DMV Report

SAFETY OVERVIEW

- Safety program review
- Injury reporting process
- Safety training topics
- Back injury prevention
- PPEs assigned
- Proper lifting techniques
- Heat illness prevention training
- Hazard communication overview
- Injury and illness prevention program
- Yard Safety – Vehicle Safety – Job Safety Basics
- Injury Reporting Process

HANDOUT AND REVIEW EQUIPMENT OPERATION G1 TRAINING AND CERTIFICATION PROCESS

- Mowers
- Blowers
- Edge trimmer
- Power hedge trimmer
- String trimmer
- Defensive driving overview

Introduce to “Buddy

Onboarding Week One

BASICS

- Set Expectations: Skills – Behaviors – Results
- Share Performance Review
- Buddy or Coach meets and conducts 10-15 Report
- Review Training and Certification Process/ Expectations
- Assign training Manual to Trainer
- Provide safe entry portal with Experienced Trainer

Onboarding First 90 Days

BASICS

- Give feedback
- Perform 10-15 Meeting with buddy or coach weekly
- Have Job shadowing where possible
- Perform Employee survey at 60 and 90 days
- Certify in areas identified by end of 90 days

EQUIPMENT OPERATION G1 TRAINING AND CERTIFICATION

- Mowers
- Blowers
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- Defensive driving overview

Onboarding 90 days – 1st Year

BASICS

- Move 10-15 Report Meetings to Monthly
- ID Skills- Behaviors- Results Expected for Success
- Continue with Training and Certification
- Communicate Career Path, Review Career Ladder
- Perform Performance Review Annually
- Survey Annually

Onboarding Feel Good Suggestions

BASICS

- Introduce to Key People**
- Employee should attend key events**
- Ensure Employee has a Training Plan**
- Give Employee challenging but doable tasks
- Buy the Employee lunch and talk
- Learn about Employee's background
- Encourage Questions and Input
- Solicit Employee's fresh ideas
- Emphasize an Open- Door policy
- Have monthly new employee lunches or group huddles
- Celebrate successes!