SLT
Super Lawn Trucks™

NEW HIRE
Super Lawn Trucks New Employee Orientation Checklist

Each person employed by Super Lawn Trucks is required to complete the following checklist BEFORE beginning work on the shop floor OR answering calls from customers. *Please follow along and complete this list with your assigned trainer. Thank you for being here and saying "yes" to joining our team!*

New hire name: _____

- [ ] 1. Complete a walk-around tour of our facility and yard. Note where the restrooms are, where toilet paper, soap and paper towels are stored.
- [ ] 2. Meet the person or people who will be helping get your paycheck.
- [ ] 3. Learn how to punch in and punch out of our system...(it's a really big part of getting paid!)
- [ ] 4. Learn our policy - **only punch _yourself_ in and out**. YOU are responsible.
- [ ] 5. Collect your tax withholding forms to fill out. *(Let us know if you need help!)*
- [ ] 6. Give your completed tax withholding forms to your trainer.
- [ ] 7. Sit down in a quiet place to read our company policy manual.
- [ ] 8. Give the signature page from the policy manual acknowledging you have **read and understand** our rules of employment to your trainer.
- [ ] 9. Watch the assigned series of safety and introduction training videos.
- [ ] 10. Company introduction video: https://superlawntrucks.com/employment/
- [ ] 11. Safety & Emergency Action Plan Video: https://attendee.gotowebinar.com/recording/3579655148556871257
- [ ] 12. Sign the acknowledgement of receipt of training. This signature page will be added to your personnel file.
- [ ] 13. Lunch time! Take a lunch break!
- [ ] 14. Receive your personal protection equipment (PPE) and learn responsibility for care of these items.
- [ ] 15. Learn when your first paycheck will be available and how often we pay.
- [ ] 16. Meet your coworkers and share a little about your background.
- [ ] 17. Meet your immediate supervisor.
- [ ] 18. Receive instructions about day two start time and work expectations.
- [ ] 19. _____
- [ ] 20. _____

Who was your trainer today? _____

Did your trainer explain things clearly to you?   YES   NO   Why or why not?

Please list any concerns or questions you have here:

Date: _____ Time: _____