



TRAINING CHECKLIST

TRAINER: _____

TRAINEE: _____

DATE: _____

EACH ITEM WILL BE INITIALED BY THE TRAINER AND TRAINEE

ORIENTATION

INTRODUCE TO OTHER TEAM MEMBERS AND SHOW LAYOUT OF STORE _____

SHOW LOCATION OF SCHEDULE AND BULLETIN BOARD _____

ISSUE UNIFORM AND EXPLAIN HOW IT IS TO BE WORN
(HAT, SHIRT, NAME TAG, PANTS/SHORTS, BELT, SHOES, SOCKS) _____

NEW EMPLOYEE PAPER WORK

(THE FOLLOWING PAPERWORK WILL BE MAINTAINED IN THE EMPLOYEE FILE)

APPLICATION _____

DRIVER'S LICENSE (MAKE COPY) _____

PROOF OF INSURANCE (MAKE COPY FAX TO OFFICE) _____

EMPLOYEE AGREEMENT _____

STATEMENT OF RESPONSIBILITY _____

W-4 EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE
(FAX TO OFFICE AND MAIL ON MONDAY) _____

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION _____

SAFETY RULES AND GUIDELINES (OPERATING MANUAL) _____

IN STORE ROUTINE

CHECK-IN/CHECK-OUT PROCEDURES _____

COUPONS (CURRENT AND EXPIRED) _____

EXPLAIN HOW TO WASH DISHES _____

EXPLAIN HOW TO FOLD BOXES _____

EXPLAIN WHAT CAN BE DONE DURING SLOW TIMES _____

EXPLAIN WHERE AND WHEN TO DO LAUNDRY _____

EXPLAIN WAGES _____

STARTING WAGE _____