ONBOARDING CHECKLIST

RestaurantOWNER.com

Employee Name:	Employee Position:
Trainer Name:	Employee Start Date:

Part I – Preparation

conducted prior to the employee's 1st shift

- ☐ 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.
- ☐ 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.
- ☐ Reserve a copy of the employee handbook.
- ☐ Prepare a "welcome kit" to welcome the employee (for example: greeting card, free entrée voucher, etc.).
- ☐ Review the employee's application materials to familiarize yourself with their experience, training, and education.

PART II – Welcome & Expectations

conducted during the employee's 1st shift

- ☐ Welcome the employee when they arrive.
- ☐ Find out what name the employee prefers to go by.
- ☐ 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.
- ☐ Discuss restaurant's history, mission statement, and values.
- ☐ 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.
- ☐ Explain the role of a "Buddy."
- ☐ Introduce the employee to their assigned "Buddy."
- ☐ Review the restaurant's normal hours of operation, and for holiday's or special occasions.
- ☐ Review the employee's schedule and hours.
- ☐ Provide the employee with the employee handbook.

PART III – Policies

conducted during the employee's 1st shift

Review restaurant policies:

- ☐ 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

- ☐ Instruct employee to read Employee Handbook and return Handbook Receipt.

PART IV – Restaurant Tour

conducted during the employee's 1st shift

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 V – Position Training

conducted during the employee's 1st shift

- ☐ 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 VI – Pre-shift Follow-up

conducted prior to the employee's 2nd shift

- ☐ Collect Employee Handbook Receipt and file it with the employee's personnel materials.
- ☐ Review the employee's schedule and hours.
- ☐ Review performance expectations and standards of the restaurant.
- ☐ Meet with the new employee and their assigned Buddy to discuss the shift's activities.

PART VII – Post-shift Follow-up	conducted at the end of the employee's 2nd – 5th shifts

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.

Trainer Name:	Completed Date:
Trainer Signature:	