

Employee Name	
	Pre-Onboarding Checklist
	<i>Place checkmark when completed</i>
	Schedule for week is Ready to give to new employee
	You have a Welcome Kit to give to the employee
	You have the employee's best phone number
	You have the employee's email address (REQUIRED)
	Provide information about 7-shift, Proliant, LMS and the emails they will receive
	You have submitted the NEW HIRE onboarding form
	If required you have submitted the Under 18 Form
	Onboarding Checklist
	Employee is in 7-shifts and they can log in to obtain schedule
	Welcome employee
	You are excited to meet them
	You are ready to meet them
	Do not make the employee wait
	During the welcome visit
	Access to ToastClock employee in, ensure they know how to do it
	Access to 7-shifts
	Access to Proliant
	Access to KIWI Learning system
	If any issues with these platforms inform HR immediately
	Employee know our 3 core values: Consistency, Quality and Convenience
	Give overview of the what the employee should expect their first week
	Discuss pay, tips, payday and answer any questions they may have
	Discuss chain of command, trainer, management team, Support team
	Tell them about communication in 7-shifts (Tone, appropriateness etc.)
	How to call in, report being late, using phone calls and only talking to MOD
	Review their job descriptions and expectations and responsibilities
	Review your current policies on smoking breaks, area, back door usage
	Attitude, calling in, late to shift, covering shifts etc.
	Inform them what makes a successful employee in your restaurant
	Cell phone, headphones, sanitation discussion
	How to get a hold of GM and HR
	Tour the restaurant
	Introduce Employee to their Trainer