



Recovery United, Inc.



New Team Member Checklist

EMPLOYEE INFORMATION

Name: _____ Start date: _____
 Position: _____ Manager: _____

FIRST DAY

- Provide employee with New Employee Workbook.
- Assign "buddy" employee(s) to answer general questions.
- Employment Paperwork filled out, signed and emailed to <mailto:monica.forbes@recoveryunitedinc.org?subject=New Employee Paperwork>

INCLUDES:

- New Employee Packet
- W-4 Employee Tax Withholding
- I-9 Employment Eligibility (with copy of State Issued ID and Social Security Card)
- Signed Employee Non-Disclosure Agreement
- Signed Employee Consent to Background & Reference Check
- Signed Employee Consent for Drug Testing
- Signed Employee Receipt of Employee Handbook
- Copy of Offer of Employment Letter and Job Description
- Background Clearance Letter (if available)
- Certifications/Licenses (if applicable)

Click [HERE](#) for access to Employee Forms

POLICIES

- Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Confidentiality
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
 - Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Business cards
 - Purchase requests
 - Telephones
 - Building access cards
 - Conference rooms
 - Picture ID badges
 - Expense reports
 - Office supplies

INTRODUCTIONS AND TOURS

- Give introductions to department staff and key personnel during tour.
- Tour of facility, including:
 - Restrooms
 - Mail rooms
 - Copy centers
 - Fax machines
 - Bulletin board
 - Parking
 - Printers
 - Office supplies
 - Kitchen
 - Coffee/vending machines
 - Cafeteria
 - Emergency exits and supplies

POSITION INFORMATION

- Introductions to team.
- Review initial job assignments and training plans.
- Review job description and performance expectations and standards.
- Review job schedule and hours.
- Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Intranet
 - Microsoft Office
 - Data on shared drives
 - Databases
 - Internet