



New Hire Checklist

New Associate Name: _____ Date of Onboarding: _____

- New Hire/Change of Status Form Complete (should be done by hiring manager before new hire arrives)
- Availability/Change of Availability Form
- Install and log into 7 Shifts
- Hillman Beer Employee Profile Form filled out
- W-4 filled out and signed
- NC-4 filled out and signed
- I-9 filled out and signed, Verified 2 forms of IDs, entered on I-9 page 2, and signed by hiring manager
- Food Employee Reporting Agreement Signed- Original in HR, Copy in Mgr. Office
- Direct Deposit info from bank (Voided check or Bank info)
- Team Member Handbook Review; Sign last page of team member handbook
- Receive team member number for clocking in & out
- FOH Only - Copy of ABC Server Training Certificate- Original in HR, Copy in Mgr. Office
- FOH Only -Schedule date for EAGER/Beer Training with David/Brad (first Wednesday of each month)
- FOH Tipped Only- Notice to tipped team members for whom the company receives a tip credit
- All- Part-Time: 1 t-shirt; Full- Time- 2 t-shirts; Brewers - 3 t-shirts Merchandise Acquisition Form filled out
- SHL & Above Only: Key/Codes/Company Property Receipt Form
- Managers & Above Only: System Access Receipt Form
- Food & Beer menu review
- Property tour

Property Tour

- | | |
|---|---|
| <input type="checkbox"/> Parking Areas (Employee and Guest) | <input type="checkbox"/> Dumpsters & Smoking Area |
| <input type="checkbox"/> Administration Office or Offices | <input type="checkbox"/> Dining Area |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Brewery |
| <input type="checkbox"/> Bar Area | <input type="checkbox"/> Exits |
| <input type="checkbox"/> Dry Goods and Supplies Storage Areas | <input type="checkbox"/> Fire Extinguishers |
| <input type="checkbox"/> Keg Cooler & Empty Keg Storage Area | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Food Coolers | <input type="checkbox"/> Brooms, Mops, & Wet Floor Sign |

New Hire Packet Completed by: _____

Signature of Person completing New Hire Packet: _____