

EMPLOYEE ORIENTATION CHECKLIST

Your Restaurant Manager, Assistant Manager, or supervisor as assigned by the Restaurant Manager, will review the following items with you. This information is important to the daily operations of your restaurant. Listen carefully, ask questions, and take notes as you review these items.

COMPLETE PAYROLL DOCUMENTATION	
<input type="checkbox"/> Payroll Card	<input type="checkbox"/> Review Time Card Form
<input type="checkbox"/> W-4 Form	<input type="checkbox"/> Review Work Schedule
<input type="checkbox"/> I-9 Form	

<p>REVIEW THE EMPLOYEE HANDBOOK</p> <p>Have the employee review the information contained in the Employee Handbook.</p>

SAFETY ORIENTATION	
<input type="checkbox"/> Review the Injury & Illness Prevention Program	<input type="checkbox"/> Discuss the Safety & Security Section of the Employee Handbook

ACKNOWLEDGEMENTS	
Have the employee review and sign the following:	
<input type="checkbox"/> Acknowledgment of Receipt & At-Will Status	<input type="checkbox"/> Anti-Discrimination/Harassment/Retaliation Policy
<input type="checkbox"/> Pre-Employment Safety Acknowledgment	<input type="checkbox"/> Break, Meal & Overtime Policy Acknowledgment

I have reviewed, discussed, understood, and agree to the policies and information set forth in the Employee Handbook.

(Print) Employee's Name	Employee's Signature	Date
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(Print) Supervisor's Name	Supervisor's Signature	Date
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DISCLAIMER/LIABILITY LIMITATION

This form should not be construed as legal advice or legal opinion of any kind whatsoever. This form is provided without warranty, express or implied, as to its legal effect and completeness. This form is not a substitute for the advice of an experienced restaurant attorney. You should consult an experienced restaurant attorney before using this form to ensure it complies with the laws of the jurisdictions you operate in.