

Car Wash Enterprises, Inc

New Hire Packet Summary (Onboarding Version)

Team Member's

Name: _____ Location: _____ Date: _____

Follow the procedure for sending electronic files, using the proper naming convention. Do not ereturn personal information.

When you hire someone that has completed an online application, Managers and Supervisors must notify Nary Warnke to process an Onboarding Experience to start the new hire. You must provide the first and last name of the new hire, rate of pay, email address, FT or PT, recommended by and start date for employment, which should be two to five days after your request. The new hire will receive an ereturn which will introduce the new hire to the company and how to process new hire paperwork.

The E-19 section of onboarding outlines which forms the new hire should upload for review for Form I9. These same documents will also need to be available when the new hire has the Remote Examination of the documents to complete the E-19. Confirm that the custom uniform field was completed by the new hire during onboarding and if not have the new hire complete it. Once you have received confirmation that electronic onboarding has been completed and Nary has hired the team member, you may begin the first day of work. Be sure and add one extra hour work for the team member having completed electronic onboarding. If the team member was referred to the position by a currently active team member, be sure that is noted, so that Nary is aware and can track it.

Print forms below from the Intranet and view video that are also available.

- | Supervisor | Team Member |
|------------|---|
| _____ | _____ New Hire Packet Summary (Scan and return to office) |
| _____ | _____ Uniform Policy (Scan and return to the office) |
| _____ | _____ Arbitration Agreement (Scan and return to office) |
| _____ | _____ Parent/School Authorization Form for minors (Scan and return to office) |
| _____ | _____ Safety and Hazard Communication (Scan and return to office) |
| _____ | _____ Anti-Harassment Training (Scan and return to office) |
| _____ | _____ Hearing Conservation Program (Scan and return to office) |
| _____ | _____ Workplace Violence Training (Scan and return to office) |
| _____ | _____ Restricted Sales Acknowledgment (Scan and return to office) |
| _____ | _____ Heat Related Illness Training (Scan and return to office) |
| _____ | _____ Wildfire Training (Scan and return to office) |

Orientation (schedule for office in person meeting)

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| _____ | _____ Issue nametag, shirt and jacket |
| _____ | _____ Team Member Training Guide (use during training and then send to the office) |
| _____ | _____ Explain overall company management structure. Include a brief history of the company |
| _____ | _____ Explain team members' individual contribution to the location and company objectives |
| _____ | _____ Familiarize the team member with the workplace, including smoke and break areas |
| _____ | _____ Introduce to other team members |
| _____ | _____ Explain and review job description |
| _____ | _____ Honesty and attentiveness |
| _____ | _____ Salary increase practices and procedures |
| _____ | _____ Hours of work, including description of standby, schedule and time clock |
| _____ | _____ Attendance and punctuality |
| _____ | _____ Rest break and meal period – Lunch Punch procedure |
| _____ | _____ Paydays and team meetings |
| _____ | _____ Company and cell phone use |
| _____ | _____ Performance reviews |
| _____ | _____ Additional company policies |
| _____ | _____ PCI Compliance and other Training (Automatically assigned and acknowledged on ADP) |
| _____ | _____ Begin on the job training |

Date _____	Supervisor _____	Team Member _____	
	(Signature)	(Signature)	