|  |  |
| --- | --- |
| Post Offer/Pre Employment:   * Background check * Pre-employment physical * Drug test (if applicable)   Paperwork:   * Job Description * Federal W-4 * State W-4 * Direct Deposit * I9 Form * Emergency Contact * Certification(s)   Facility Overview:   * Building Access * Tour * Emergency Exit * Fire Extinguishers * Rest Rooms * Parking * Breakroom * Employment Law posting * Breaks/Meals * Payroll/Tracking Time * Dress Code | About the Employer:   * Organizational Structure * Mission/Vision/Values   Policies/Procedures:   * Employee Handbook * Safety Manual * End of Season Performance Appraisal * Complaint Procedure * Overtime/Comp. Time * Security/Workplace Violence * Emergency Procedures/Sever Weather * Injury/Illness Reporting * Disciplinary Action * Anti-Harassment * Drug and Alcohol |
|  |  |