

# New Employee Checklist



- Introduce Self and Company
  - Get to know the New Employee
  - Make them feel comfortable
  - History of company
  - Locations
  - Sauces
  - Food
- Read through Policies and Expectations
  - Dress Code
  - Shifts
  - Shift Coverage
  - Schedule
  - Working as a team player
  - Attitude at work
  - Treat the restaurant as your own
  - Time off
- Benefits of working with Little Saigon
  - Flexible hours
  - Rogers Corporate Plan
  - Great team
  - Health Benefits (available for Full-Time Employees)
  - Discounts
- Get new Employee to fill out New Employee Form
- Read and sign Confidentiality Agreement
- Availability Sheet
  - Does not mean you have to work those days
  - Must be available at least 3 – 4 days
  - Available on Saturday or Sunday or both
- Tour of Restaurant and introduction to Staff