**Worksite Onboarding Checklist**

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|  | **Send and Complete Worksite Paperwork** |
|  | Interest Form |
|  | Registration |
|  | Employer Toolkit & Acknowledgement Page |
|  | Worksite Agreement |
|  | Training Plan |
|  | Worksite Monitoring Form |
|  | Timesheet Process Acknowledgement |

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|  | **Prepare Equipment** |
|  | Prepare the machinery or a laptop |
|  | Prepare a uniform |
|  | Get name tags, pens, and a notebook in place |
|  | Pre-install software |
|  | Double check everything is working properly |
|  | **Inform Them of Company Policies** |
|  | Timesheet & Evaluation |
|  | Breaks / Time off |
|  | Manpower |

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|  | Labor Law Information |
|  | Issue Form and Process |
|  | **Set Job Expectations** |
|  | Hours and Pay |
|  | Short-term goals |
|  | Long-term goals |
|  | Post Program |
|  | Next Steps |