



New Employee Orientation Checklist-Crew

Fill out the following checklist and return to the office for their employee file.

- _____ Uniforms Provided
- _____ Where to locate current schedule
- _____ When is the new schedule posted
- _____ Introduction to new staff
- _____ Where to place personal items such as their coat, purse, phone, etc.
- _____ Where to park
- _____ Where to punch in daily
- _____ When do they receive a break
- _____ What benefits are provided:
 - Employee meals
 - Benefits - dental, vision, medical and 401k
 - Referral Program
 - Non paid Holidays - Easter, Thanksgiving and Christmas
- _____ Tour of the restaurant
- _____ Phone policy and Cell Phone policy
- _____ Where are the hold up buttons located
- _____ Aloha Enrolled
- _____ RTI Set up
- _____ WeLearn set up
- _____ How to request time off

Employee Name

Date

Supervisor Name

Date

ALL-STAR MANAGEMENT, INC.

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