

## ORIENTATION BRIEFINGS CHECKLIST

Employee Name: \_\_\_\_\_

### Session #1 Introduction, the first of four orientation meetings (Conducted by: \_\_\_\_\_)

- 1) Work schedule
  - a) Where posted
  - b) Breaks
  - c) On-time requirement
  - d) Request for time off/changes
  
- 2) Time keeping System Demonstration
  - a) Sign on
  - b) Job codes and need to change during day
  - c) Meal break
  - d) Sign off
  - e) Review/confirm hours, notes to manager
  
- 3) Dress code
  - a) General description
  - b) Details will be discussed when reviewing the Employee Handbook
  
- 4) Store Organization
  - a) Who can help you on what
  
- 5) Job description
  - a) Review document with employee
  
- 6) Description of the orientation program
  - a) Three additional 1 hour sessions to be completed by the 16<sup>th</sup> working day
  - b) A test upon completion
  - c) A luncheon on the 30<sup>th</sup> working day

(Date completed: \_\_\_\_\_)

### Session #2 Solano's offered products and services

(Conducted by: \_\_\_\_\_)

- 1) [www.solanosdoitbest.com](http://www.solanosdoitbest.com) website
  
- 2) Home Page: Store locations and hours
  
- 3) Main Menu Bar – “Departments”, “Rentals”, and “Sporting”
  - a) Display each page from Menu/Dropdown Menu
  - b) Product manufacturer's logos link to their sites

- 4) Main Menu Bar – “Services”
  - a) Open each dropdown menu page and discuss
  
- 5) Main Menu Bar – “Brands”
  - a) Provides alphabetical list of manufacture’s/suppliers with links
  
- 6) Main Menu Bar – “Advice”
  - a) Open each dropdown menu page and discuss
  
- 7) Main Menu Bar – “Sales”
  - a) Displays latest DIB mailer advertisement

(Date completed: \_\_\_\_\_)

**Session #3 Company policies and procedures, part 1**

(Conducted by: \_\_\_\_\_)

- 1) Solano’s Library website
  
- 2) Main Menu Bar – “Home”
  - a) Contains Solano’s policies and procedures.
  - b) Contains “Company Confidential” information for employee use only
  
- 3) Main Menu Bar – “The Team”
  - a) Roles and positions
  - b) Corporate roles chart
  - c) Entity organization charts
    - 1) Corporate (Store 0)
    - 2) Home Improvement Center (Store 1)
    - 3) Contractors Building Supply (Store 2)
    - 4) Rental Center (Store 3)
    - 5) Alpine Hardware (Store 4)
  
- 4) Main Menu Bar – “The Game”
  - a) Corporate history
  - b) Store Values
  - c) Employee agreements
  
- 5) Main Menu Bar – “Policies”
 

Dropdown Menu – “Employee Handbook”

  - a) Review table of contents
  - b) Explain following sections
    - 1) At will employer
    - 2) New hire
    - 3) Meals and rest periods
    - 4) Benefits
    - 5) Prohibited conduct
    - 6) Dress code
  - c) Employee to read entire handbook after session

d) Print the confirmation form, link is on last page of handbook, sign and send to HR.

6) Main Menu Bar – “Procedures”  
Dropdown Menu – “Safety Program”

- a) General Statement
- b) Our IIP program
- c) Team Member responsibilities
- d) Figure IIP-2
- e) Figure IIP-3
- f) Figure IIP-4
- g) Employee behavior
- h) Employee to read entire manual after session
- i) Print the confirmation form, link is on first page of manual, sign and send to HR.

(Date completed: \_\_\_\_\_)

**Session #4 Company policies and procedures, part 2**

(Conducted by: \_\_\_\_\_)

1) Solano’s Library website  
2) Main Menu Bar – “Policies”  
Dropdown Menu – “Confidentially Agreement”  
a) Print copy, read and have employee sign  
b) Send completed form to HR

3) Main Menu Bar – “Procedures”  
Dropdown Menu – “DIB Rewards”  
c) Review procedure

4) Main Menu Bar – “Policies”  
Dropdown Menu – “Compensation”  
a) Review budgeting and Performance Plus

5) Questions and Answers

6) Give test, check answers, correct missed questions

7) Send test to HR

(Date completed: \_\_\_\_\_)