

## General New Hire Checklist

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Address: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 City, St. Zip: \_\_\_\_\_ Manager: \_\_\_\_\_  
 SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Home Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### ARRIVAL

<input type="checkbox"/> Driver License (copy)	<input type="checkbox"/> Passport (copy)	<input type="checkbox"/> Business Cards
<input type="checkbox"/> Pilot Certificates (copy)	<input type="checkbox"/> Birth Certificate (copy)	<input type="checkbox"/> Total FBO Setup
<input type="checkbox"/> Instructor Certificates (copy)	<input type="checkbox"/> Social Security Card (copy)	<input type="checkbox"/> Employee State Registration
<input type="checkbox"/> Medical Certificate (copy)	<input type="checkbox"/> Proof of Insurance (copy)	<input type="checkbox"/> E-mail Account _____
<input type="checkbox"/> A&P License (copy)	<input type="checkbox"/> Direct Deposit Form	<input type="checkbox"/> Keys # _____
<input type="checkbox"/> IA License (copy)	<input type="checkbox"/> I-9 Form/W-4 Form	<input type="checkbox"/> TSA Training/Certificates
<input type="checkbox"/> Airport Badge	<input type="checkbox"/> Schedule Pro Setup	<input type="checkbox"/> E-Verify
		<input type="checkbox"/> Uniforms (size) _____

### POLICIES

<input type="checkbox"/> Position Agreement	<input type="checkbox"/> Dress Code	<input type="checkbox"/> Pay Structure
<input type="checkbox"/> Performance Reviews	<input type="checkbox"/> Confidentiality/Non-Competition &	<input type="checkbox"/> Company Meetings
<input type="checkbox"/> Disciplinary Actions	Non Solicitation Agreement	<input type="checkbox"/> Customer Service and Care
<input type="checkbox"/> Employee Website	<input type="checkbox"/> Benefits/Discounts	<input type="checkbox"/> Squawking Procedures
<input type="checkbox"/> Renter's Insurance	<input type="checkbox"/> Safety/Mishap Reporting Form	<input type="checkbox"/> Accident/Incident Procedures

### INTRODUCTIONS/ORIENTATION and TOURS

<input type="checkbox"/> Restrooms	<input type="checkbox"/> Weight & Balance Room	<input type="checkbox"/> Total FBO
<input type="checkbox"/> Testing Center	<input type="checkbox"/> Safety Board	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Parts Department	<input type="checkbox"/> Parking	<input type="checkbox"/> Conference Room
<input type="checkbox"/> Printers	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Classroom
<input type="checkbox"/> Emergency Exits	<input type="checkbox"/> MSDS Sheet	<input type="checkbox"/> Hangers (security areas)

### FLIGHT POLICIES/TRAINING Chief/Assistant Chief Instructor

<input type="checkbox"/> Flight Instructor Standards and Responsibilities	<input type="checkbox"/> LEA Operating & Safety Procedures	<input type="checkbox"/> Office/desk/work stations
<input type="checkbox"/> Company Insurance Forms	<input type="checkbox"/> Emergency Procedures	<input type="checkbox"/> Upcoming Inspections



### LINE

NATA Setup       Line Tech Responsibility Standards       Aircraft Towing Agreement  
 Flight School Brief

### MECHANIC

          

I certify that I have been trained on and understand the checked items above.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Departure

Return Uniforms       Return Keys       Return Airport Badge  
 Return Credit Card       Letter of Recommend     

Date of termination: \_\_\_\_\_