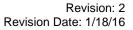
Revision: 2 Revision Date: 1/18/16



General New Hire Checklist

EMPLOYEE INFORMATION			
Name: Address: City, St. Zip: SSN: Home Ph. E-Mail : Emergency	Location: Start Date: Manager: DOB: Cell Ph.		
Contact	Phone #:		
ADDIVAL			
ARRIVAL Driver License (copy) Pilot Certificates (copy) Instructor Certificates (copy) Medical Certificate (copy) A&P License (copy) IA License (copy) Airport Badge	☐ Passport (copy) ☐ Birth Certificate (copy) ☐ Social Security Card (copy) ☐ Proof of Insurance (copy) ☐ Direct Deposit Form ☐ I-9 Form/W-4 Form ☐ Schedule Pro Setup	☐ Business Cards ☐ Total FBO Setup ☐ Employee State Registration ☐ E-mail Account ☐ Keys # ☐ TSA Training/Certificates ☐ E-Verify ☐ Uniforms (size)	
POLICIES			
☐ Position Agreement☐ Performance Reviews☐ Disciplinary Actions☐ Employee Website☐ Renter's Insurance	 □ Dress Code □ Confidentiality/Non-Competition & Non Solicitation Agreement □ Benefits/Discounts □ Safety/Mishap Reporting Form 	 □ Pay Structure □ Company Meetings □ Customer Service and Care □ Squawking Procedures □ Accident/Incident Procedures 	
INTRODUCTIONS/ORIENTATION and TOURS			
☐ Restrooms ☐ Testing Center ☐ Parts Department ☐ Printers ☐ Emergency Exits	 Weight & Balance Room Safety Board Parking Maintenance MSDS Sheet	☐ Total FBO ☐ Kitchen ☐ Conference Room ☐ Classroom ☐ Hangers (security areas)	
FLIGHT POLICIES/TRAINING Chief/A	ssistant Chief Instructor		
☐ Flight Instructor Standards and Responsibilities ☐ Company Insurance Forms	☐ LEA Operating & Safety Procedures☐ Emergency Procedures	☐ Office/desk/work stations☐ Upcoming Inspections	





LINE			
☐ NATA Setup ☐ Flight School Brief	☐ Line Tech Responsibility Standards	☐ Aircraft Towing Agreement	
MECHANIC			
I certify that I have been trained on and understand the checked items above.			
Date:	Signature:		
Departure			
☐ Return Uniforms ☐ Return Credit Card	☐ Return Keys ☐ Letter of Recommend	Return Airport Badge	
Li Ketuili Cieuit Calu	☐ Ferrer of Reconfillend		
Date of termination:			