

## 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 & Non Solicitation Agreement | <input type="checkbox"/> Company Meetings             |
| <input type="checkbox"/> Disciplinary Actions | <input type="checkbox"/> Benefits/Discounts   | <input type="checkbox"/> Customer Service and Care    |
| <input type="checkbox"/> Employee Website     | <input type="checkbox"/> Safety/Mishap Reporting Form                                 | <input type="checkbox"/> Squawking Procedures         |
| <input type="checkbox"/> Renter's Insurance   |   | <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: \_\_\_\_\_