

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
- 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
-

Date of termination: _____