**Hiring Manager New Hire Checklist**

*Make sure all tasks are completed by new employees*

**Completed before the start of Day 1:**

* Finished Paycor Onboarding paperwork
* Completed Urban Air University “Team Member” modules:
  + “Team Member Certificate”
  + “Court Monitor Certificate”
  + “Harnessing Certificate”

**Completed before the end of Day 1:**

* Employee has downloaded Paycor App
* Employee has downloaded Optim8 Employee Portal App
* Employee has set availability in Optim8
* Give uniform (Shirt, socks, whistle, name tag)
* Show how/where to clock-in
* Show where you store cellphones during shift
* Show where to store personal belonging during their shift

**Completed by the start of Day 2:**

* Employee Waiver Returned
* Employee Emergency Contact Returned

**Completed by the end of Day 3:**

* Completed Employee Quizzes
  + Any & all quizzes related to their position
* Employee Training Acknowledgement Signed
* Employee File Created
  + Contains all returned and signed documents for Team Members