**New Hire Checklist**

*This is for your records - Please make sure to complete all tasks*

**Completed before Day 1:**

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

**Complete before start of Day 2:**

* Employee Waiver signed
* Emergency Contact filled out

**Complete before end of Day 2:**

* Download Paycor App
* Download Optim8 Employee Portal App
* Set availability in Optim8
* Obtain uniform (Shirt, socks, whistle, name tag)
* Know how/where to clock-in
* Know where to put your cellphone during your shift
* Know where to store personal belongings during your shift

**Complete before end of Day 3:**

* All quizzes related to your position
* Signed Training Acknowledgment