



New Team Member

CHECKLIST • ONBOARDING

Application Completed (Click [HERE](#) to complete)

Interview Completed

- *Helpful Tip: Recommended 10 standard questions, points in 1-10 when interviewing multiple individuals*

Predictive Index (PI) Completed

- Email Laura Beth Wolfe at Home Office with name of applicant so she can send the results to you.
- <https://assessment.predictiveindex.com/bo/PNX/kemper#page0>

Offer letter (if applicable) or offer email sent

Onboarding sent via UltiPro

- Legal name and email address required / other information is optional

Email sent to new team member to welcome them and include information on:

- Onboarding guidance (how to and complete True Service video)
- Social Schedules - app to download, day off requests, communication
- ID's needed on first day
- Departmental Training process and days scheduled to train and with whom
- What to wear on first day, buy for uniform standards
 - Find out new team member size (if applicable)
- Training/certifications needed prior to beginning position (bring certification printed to day 1 and include in paperwork to be kept in employee file)
 - Basset
 - Food Handlers
 - CPR
 - PGA
 - Human Trafficking (those that interact with hotel guests)

Departmental Specific Training Scheduled and Completed before working on own

Make sure to cover:

- Copies of required W9 ID's
- Cell phone policy*
- Parking
- Attendance
- Social Schedules - how to request off, see schedule, message
- Two-way Radios - channels, who has, how to utilize
- Ulti-Pro app* - how to and what it can be used for
- Departmental uniform including provided and expected to buy items, shoes
- Sign off on applicable agreements below
- Buddy on the team - peer mentor assigned?
- Uniform guidelines, requirements and expectations
- Orientation dates - must sign up for one from the below dates

Orientation Date Scheduled for one of the following days within 2 weeks of departmental training:

All Orientations are in the Boardroom unless noted

April 23, 10-11:30am	May 21, 2:30-4pm
April 29, 2-3:30pm	May 25, 4:30-6pm (Ballroom after All Team Meeting)
May 4, 4-5:30pm	May 27, 10-11:30am
May 15, 2-3:30pm	June 6, 10-11:30am

During Orientation, these items will be covered:

- Meet the Managers
- TGC mission statement and fun facts
- KemperSports mission statement and stats
 - Photos of officers
- Sensitivity training - group class (15 min) (only after 5/25 All Team Meeting)
- AED locations, CPR / First Aid review for property
- Fire Safety
- Phone list
- Ambassador of the Month & TGC Allstars
- How to provide feedback - direct supervisor first, open door policy for all managers
- Group scavenger hunt, return to golf shop to get prize

Team Member have signed off on the following (circle those that apply):

- Uniform agreement - All
- Key / key fobs provided
 - Key(s) issues (list) _____
 - Key fob access level _____

True Service Modules 2-4 completed within first 30 days

Date chosen (circle one)

<u>April 20</u>	<u>May 31</u>	<u>June 8</u>	<u>June 16</u>
4:15-6:45pm	1:30-4pm	10:00am -12:30pm	1-3:30pm
Pickwick Room	Pickwick Room	Pickwick Room	Pickwick Room