

Employee: _____

Hotel: _____



New Hire Checklist - All Employees

	Verify Employee in CCAP - Eligible for Hire
	Homebase Invite Sent w/ New Hire Paperwork (Email + Phone Number)
	Verify in Homebaswe all documents complete
	I-9 Complete & Verified
	W-4 Complete
	State Withholding Form Complete
	Direct Deposit Complete - required
	Provide New Hire Training Packet by Department
	Review Job Description (Training Packet)
	Employee Handbook Reviewed & Signed
	Review Schedule & Attendance Policy
	Review Pay Schedule & PTO Policy - How to request off or availability
	Provide Name Tag & Uniform Expectations (Order if needed)
	Provide System Access issued by department to Stayntouch
	Key Card Procedure Explained & Trained using Daily Key Log
	Explain Redbook Communication Log & Usage
	Explain Maintenance Log & Usage
	Set Week 1 Training Goals
	Set 10 Day Training Review

Employee: _____

Date: _____



All Employees

	New Hire Training Packet Recieved by Department & Trainee/s Assigned
	Safety Packet Reviewed & Signed
	Emergency Procedures Reviewed (Crisis Manual)
	Human Trafficking Awareness Training
	Brand Standards Video
	Rival University (coming soon)
	Lost & Found Procedures Explained & Reviewed

Front Desk

	StayNTouch Knowledge Center Reviewed
	OTA logins & training - reservation look up and messages
	CLC Online Training Completed
	Bartending Training Completed & Documentation Submitted
	Pool Testing Training Completed by CPO & General Manager

Housekeeping

	Review Task Management Sheets & Time Expectations
	Proper Bed Making Video
	Amenity Guide