

NEW HIRE CHECKLIST

EMPLOYEE NAME _____ START DATE _____

EMPLOYEE
INITIAL

Before Employment

_____ **Basic Information to Give New Hire Before They Start**

- » When and where to arrive on the first day: _____
- » Who to ask for upon arrival: _____
- » What documents to bring on the first day
(*i.e. passport, driver's license, or other identification for I-9 verification*)
- » What to wear (*Are uniforms/boots provided?*) _____
- » Where to park: _____
- » Where/how to clock in: _____

_____ **Inform other employees that a new employee will be starting on _____ date.**

_____ **Plan for Safety & Job Training**

The new employee will need to be trained, both to do their job and on safety procedures. Before they start their first day, the dairy owner/ manager should be sure to have a plan for who will train the employee and when.

SUPERVISOR'S SIGNATURE: _____

First Day

_____ **Introduce the Farm's Mission, Vision, Culture & Identity (if applicable)**

Upon the new hire's arrival, give a warm welcome, an explanation of how the day will unfold, and take a few moments to explain the organization's:

- » Culture (*Organization background*)
- » History of the farm (*Ownership and organization*)
- » Values
- » Vision and mission (*What you believe, how you operate, and an explanation of your goals*)

_____ **Review New Hire Paperwork**

- » I-9 Employee Eligibility Verification
- » W-4 Federal Employee Withholding
- » State Tax Withholding Forms
- » Work Agreement and/or Job Description Form (*Requirement varies by state*)
- » Signed Deduction Authorizations (*Requirement varies by type and state*)
- » Dairy Cattle Care Ethics Agreement (*FARM or Other Animal Care Program*)

_____ **Review Company Policies & Procedures**

Go over the dairy's policies and procedures, using the employee handbook as a guide, if applicable. If the dairy requires the employee to sign an acknowledgment of policies or the handbook, be sure to give ample time for the employee to review the documents. Employees with low literacy may need to have the documents read out-loud. Dairy's that often hire non-fluent English speakers should expect to translate written policies. Items that can be covered include:

- | | |
|----------------------------------|----------------------------------|
| » Work or shift hours | » Discipline procedure |
| » Overtime policy, if applicable | » Performance reviews |
| » Leave: vacation, sick | » Discrimination and harassment |
| » Attendance and absences | » Safety policies and procedures |
| » Breaks | » Training procedures |
| » Drug-free workplace | » Animal care |

_____ **Discuss Timesheets & Pay Schedule**

If employees will be expected to fill out a timesheet or similar form to record hours, the owner/ manager or supervisor should explain the procedure on the first day. The employee should be told the procedure for payment and the payday. If applicable, provide enrollment forms for direct deposits.

PAYDAY(S): _____

_____ **Review Benefits & Related Forms**

On the first day, the owner/ manager or supervisor should discuss non-wage benefits that the dairy may offer, like health insurance or retirement plans. Enrollment forms should be shared with the employee with instructions on how to complete them and where to return them.

_____ **Review the Job Responsibilities**

Review the responsibilities of the employee's new job. The written job description is a helpful guide to outline key duties and expectations. Some dairies may wish to have a new employee sign the job description to confirm their understanding of the role.

_____ **Equipment**

Give the employee the required equipment, including keys, PPE, uniform, etc.

_____ **Complete All Paperwork**

Review the pay and payment schedule. Make sure the employee signs the appropriate income tax forms. Have the new hire complete an emergency contact form.

_____ **Welcome & Walking Tour**

Conduct a walking tour of the dairy with the new employee. Point out important areas, like break areas, bulletin boards, and bathrooms. Show the employee the location where legally-required labor and safety posters are displayed. Introduce the new employee to staff – explain each person's role and vice versa. Provide the new employee with an organizational chart, if available. Assigning a "buddy" to each new employee is helpful for answering simple questions that might come up in the first couple of months of employment.

_____ **Schedule or Conduct Safety & Job Training**

Some training may be conducted on the first day (especially safety training). Other training may happen over the course of the first few weeks. (The FARM Safety Manual can be used for reference, noted by page numbers)

TRAINOR'S SIGNATURE: _____

- » Worker Safety During Animal Handling (*pg. 44*)
- » Confined Spaces (*pg.48*)
- » Slips, Trips, and Falls (*pg. 59*)
- » Hazard Communication/Chemical Safety (*pg. 62*)
- » Lockout/Tagout (*pg. 66*)
- » Machine Guarding (*pg. 70*)
- » Silage Safety (*pg. 74*)
- » Additional Training for Job Duties (*i.e. milking procedures specific to your dairy*)

Schedule a Follow-up for the New Hire

Have someone from leadership/ management ensure the new employee is adapting to the job requirements.

FOLLOW UP BY THIS DAY: _____