

Checklist

Heavy Industry New Hire

Orientation	
Schedule orientation for the new hire and assign an orientation leader.	•
Provide the new hire with a copy of the company handbook, safety policies and procedures, and any other necessary materials.	•
Conduct a facility tour and introduce the new hire to key personnel and coworkers.	•
Training	
Assign the new hire to an experienced coworker or supervisor for on-the-job training.	•
Provide training on any necessary equipment or machinery.	•
Schedule any required safety training, including PPE and emergency response procedures.	•
Paperwork and Documentation	

Ensure all necessary paperwork is completed, including the new hire packet, employment forms, and tax forms.	•
Verify the new hire's identity and work eligibility documents.	•
Submit any necessary documentation to HR or payroll.	•
Equipment and Tools	
Provide the new hire with necessary equipment, such as tools or a uniform.	•
Ensure all equipment is in working order and provide training on proper use.	•
Work Assignments	
Assign the new hire to specific work tasks and projects.	•
Set expectations and goals for performance and productivity.	•
Provide ongoing feedback and support as needed.	•
Follow-Up	
Check in with the new hire regularly during the first few weeks to ensure they are adjusting well and have the necessary support.	•

Provide opportunities for the new hire to ask questions and provide feedback.	•
Schedule a follow-up review after 90 days to assess performance and address any concerns.	•