

HURST STORES

HIRING PROTOCOL FIRST DAY

Employee Name: _____ Hire Date: _____

Collect from Employee

- Completed and Signed:
- New Employee Data Form
- Employment Agreement
- Form W-4
- Form I-9, Section 1 (*Employee must complete no later than the first day of employment.*)
- Direct Deposit Authorization
- Drug Policy Consent Form
- Employee Handbook Summary and URL
- Acknowledgement of Employee Handbook
- Employee Acknowledgement of Workers' Compensation Network
- Wage Deduction Authorization Agreement
- Anti-Harassment & Non-Discrimination Policy
- Internet & Email Acceptable Use Policy
- Conceal Carry Policy

Complete

- I-9, Section 2
- Payroll Change Notice

Give to Employee

- Vest/Name Badge
- Tape Measure/Box Cutter
- Radio Headset (test to make sure it's working properly)

Review

- Location of Employee Handbook (physical and URL)
- Sexual Harassment Policy
- Dress code
- Who to call if they are sick
- Who to ask if they need to schedule a day off
- Breaks and meal times
- Location of break room and bathrooms
- Training Schedule/ Passport

Introduce

- To Peer Mentor
 - Go over first eight pages of Passport with new employee