NEW EMPLOYEE SCHEDULE

<Hire Date>

 Employee Name: <Name>

 <Title>

|  |  |  |  |
| --- | --- | --- | --- |
| Day | Time | What | Who |
| 09/18/00 | 08:00 - 09:00 A | Complete employment forms:  Employee Non-disclosure Agreement Personal data sheet W-4 WT-4 I-9 Direct Deposit Employee set-up/change form Release of Liability Form Credit Card and Travel Guidelines Discuss and distribute info regarding: Emergency and safety procedures General company information Vacation request form Time Card Gym Benefit overview and eligibility date Employee Manual: misc. - personal calls, breaks,  parking, dress, EOM program, employee  meetings, call in procedure, social events  (picnic/winter social) | HR |
| 09/18/00 | 09:00 - 10:00 A | Weekly Product Meeting | Conference Room A |
| 09/18/00 | 10:00 - 11:00 A | Meeting with President to review past, present and future of <Company>. | President |
| 09/18/00 | 11:00 - 11:30 A | Informational tour of all areas of the facility and meet employees | Exec VP |
| 09/18/00  | 11:30 - 11:45 A | Introductory meeting with R&D manager | R&D Manager |
| 09/18/00  | 11:45 - 12:00 N | Introductory meeting with Support manager | Support Manager |
| 09/18/00 | 12:00 - 1:00 P | Lunch |  |
| 09/18/00 | 1:00 - 5:00 P | Introduction to Products offered by <Company> | Sales Manager |