NEW EMPLOYEE SCHEDULE

<Hire Date>

Employee Name: <Name>

<Title>

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| --- | --- | --- | --- |
| 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 |