



## Orientation Checklist

Name \_\_\_\_\_

Position/Location \_\_\_\_\_

Hire Date \_\_\_\_\_

### Introduction to Saver Group, Inc.

- Company Mission & Values
- Orientation DVD
- Retail Employee's Guide
- Harassment Training

### New Employee Paperwork

- I-9
- W-4
- State Tax Form (example: K-4, IT-4, VA-4 or NC-4)
- Personal Action Request Form
- Application
- Store Acknowledgement Form
- Acknowledgments Form
- Job Description
- Cashier's Agreement
- Dress Code
- Pallet Jack Procedure Form
- Health Status Reporting
- Sexual Harassment Form
- Employee Purchase Policy
- Cash Till Procedures
- Meat Safety Policy (Meat Dept. Only)
- Tobacco Products Sales Compliance Statement (KY store's only)

### Benefits and Compensation

- Health, Life, Vision and Dental Insurance
- Retirement (401K & ESOP)
- Educational Assistance
- Pay Procedures
- Performance Review Process
- Incentive/Bonus Programs (If applicable)
- Paid and Unpaid Leave (Vacation)

Date Completed: \_\_\_\_\_

By: \_\_\_\_\_

To be filed in employee's personnel file upon completion.