



## Orientation Checklist

Name \_\_\_\_\_

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

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

### Introduction to Saver Group, Inc.

- Company Mission & Values
- Uncovering the Save-A-Lot Secret DVD
- Retail Employee's Guide
- "How to Get Raises" Book

### New Employee Paperwork

- W-4
- State Tax Forms (ex: K-4, IT-4, VA-4 or NC-4)
- I-9
- Personnel Action Request Form
- Application
- Employee Handbook Acknowledgement Form
- Job Description
- Cashier's Agreement
- Pallet Jack Procedure Form
- Dress Code
- Retail Employee Guide Certificate
- Meat Safety Policy (Meat Dept. Only)
- Tobacco Products Sales Compliance Statement (KY Stores Only)

### Benefits and Compensation

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

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

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

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