



Orientation Checklist

Name _____

Position/Location: _____

Hire Date: _____

Introduction to Saver Tarheel, LLC.

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

New Employee Paperwork

- I-9
- W-4
- State Form NC-4 (South Carolina does not require a state form)
- Personnel Action Request Form
- Application
- 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
- Loss Prevention Form
- Meat Safety Policy (Meat Dept. Only)

Benefits and Compensation

- Health, Vision, Dental and Life Insurance
- Retirement (401K & ESOP)
- 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.