

On your new employee's first day...



- o Is the new employee familiar with their work area?
- o Have you explained the duties and expectations of their new role?
- o Have you provided them with all the information to successfully perform their duties?

This may include:

- o Daily to-do lists
- o Sales targets
- o What to do when it's quiet in the venue
- o Information regarding ongoing training

Have you...?

Provided the new employee with information regarding:

- o Pay
- o Rostering
- o Management contact details
- o What to do if running late or unable to come in