



On-Boarding Checklist

Prior to Start Date

- ★ Add open position to Applicant Tracking in Paycom
- ★ Email application link to candidate to complete online or have him or her complete the application from the BJL website if it is posted
- ★ Offer and Hire the candidate through Applicant Tracking in Paycom
- ★ Once the associate is hired in Applicant Tracking, Paycom will automatically email the new associate his or her login and password to Paycom ESS and instruct them to complete the New Hire Checklist
- ★ Order Nametag and/or Uniform
- ★ Order Business Cards
- ★ Set-up Company Email or call IT
- ★ Set-up a mailbox for internal mail, reports, etc.
- ★ Set-up Workstation (desk, computer, printer phone, etc.)
- ★ Set-up laptop with all applicable programs and point of sales required
- ★ Set-up office phone with voicemail /extension
- ★ Gather Building Keys
- ★ Set-up access for alarm code, if applicable
- ★ Prepare work schedule and tasks for first few weeks
- ★ Call or Email new associate with the following information:
 - Date and time to arrive the first day
 - Transportation and/or parking information
 - Location to report to and who to ask for upon arrival
 - Attire (i.e. uniform, khaki pants and polo)
 - Lunch break or 50% discount
 - Bring I-9 identification documents
 - Bring direct deposit information
 - Answer any last-minute questions

First Day

- ★ Meet and greet with department heads, supervisors/trainers and team members
- ★ Tour facility, break areas, lunch areas, communication boards, time clocks and work areas
- ★ Verify new associate completed the employee portion of the New Hire Checklist in Paycom (Form 16). If not, show them how.
- ★ Complete Employer portion of the New Hire Checklist in Paycom (Form 16) -**Verify must be completed within the first three days of work for pay.**
- ★ Train associate on accessing handbooks in Paycom ESS
- ★ For Full Time employees, review Benefit policies for insurance and PTO
- ★ Review any common internal club procedures and safety programs
- ★ Provide training manuals for F&B staff, Cart Staff and Marshalls
- ★ Begin training in accordance with job description

Moving Forward

- ★ Ensure associate is molding to the position, training is ongoing, and questions and concerns are addressed.
- ★ Performance Reviews: All associates will be periodically reviewed with Bobby Jones Links' 5-5-5 Performance Review Form. This form is located in the BJL Library on the website. These reviews are based on adherence to BJL five Core Values, GWC People Analyzer and job performance. Associates should sign the form designating acknowledgement of the review with their supervisor. The form should be uploaded to the associate's record in Paycom and filed.