



**Temporary Employee New Hire Checklist**  
**2016**

Staffing Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

- Substance Abuse Screen With Negative Result
- Background Check and E- Verify Requirements
- Employment History Verified
- Plant Test (Enclosed) Score \_\_\_\_\_
- Signed Griffith Foods Temporary Employee Confidentiality Agreement (Enclosed)
- Plant Awareness Training and Checklist
- Reviewed Avon Good Manufacturing Practices
- GMP Test P/F
- Avon Plant holiday Schedule
- Griffith Foods Harassment Training With Test P/F
- Griffith Foods Safety Training Presentation With Test P/F
- Employee Picture in Folder (Sent electronically prior to start date)
- File Folder With Employee Name

Checklist Verified by:

\_\_\_\_\_

Agency Supervisor Name (Printed)

\_\_\_\_\_

Agency Supervisor Signature

\_\_\_\_\_

Custom Culinary Representative Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_