

# Home Decor Shop New Hire Checklist

## Before First Day

- ☐ Offer letter signed
- ☐ HR paperwork completed
- ☐ Schedule first day & orientation
- ☐ Provide uniform or dress code info
- ☐ Set up payroll & employee accounts

## First Day

- ☐ Welcome tour
- ☐ Introduce to team
- ☐ Review schedule & break times
- ☐ Assign mentor or trainer
- ☐ Distribute store keys/access cards

## Training

- ☐ Customer service training
- ☐ Product knowledge session
- ☐ POS system introduction
- ☐ Store policies review
- ☐ Restocking & merchandising overview

## Ongoing Setup

- ☐ Provide employee handbook
- ☐ Set up staff communication tools
- ☐ Emergency & safety training
- ☐ Complete training sign-off

## Notes

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