



New Hire Orientation Timeline

NAME

START DATE

General Manager Welcome (Day 1)

- Property specifics
- Vision Statement video and discussion
- Core Values video and discussion
- Purpose video and discussion
- Enroll fingerprint
- Detailed tour of the building
- Introductions to the team

Foundation Orientation (within 10 days)

- Welcome!
- We're in this Together
- Performance Appraisals
- Personal Time Off (PTO)
- 401-K
- Associate Lodging and Meals
- Holiday Pay
- Health Insurance
- Direct Deposit
- Appearance Standards
- The Oz Principle
- AWAIR Program
- Alcohol Awareness
- Bloodborne Pathogens
- SDS Awareness
- Emergency Procedures
- Lock out/Tag out
- Safety First

By signing below, I confirm that all of the information above has been shared with the associate indicated below.

Cultural Orientation (within 30 days)

- Lunch!
- The TPI Story
- TPI Today
- TPI Organizational Chart
- Vision Statement
- Core Values
- Purpose
- The Oz Principle
- PEACE Fund

Associate Update (within 90 days)

- Life Safety Acknowledgment
- Bed Bug training (Housekeeping only)
- Sex Trafficking training
- 90-Day Performance Update

This completed timeline must be forwarded to the TPI Administrative Office within 90 days of employment

By signing below, I confirm that all of the information above has been presented to me, and any questions I had were answered.

MANAGER SIGNATURE

DATE

ASSOCIATE SIGNATURE

DATE