

Cleaner new hire checklist

W2

1099

New Hire Name:

Start Date:

Interviewer

	Interview
	Application
	Hiring call (start date, address, training manager phone number)
	Notify training manager (training day, name phone number, address, shirts, equipment, hiring package)
	Add new hire schedule to packet
	If this is for a porter position notify the account someone new is starting
	Verify completed package (Social – Address)
	Get feedback from training manager how the cleaner did
	Email accounting there is a new hire and submit complete package to her

Training Manager

	Call to verify new hire start date and time
	Grab hiring packet from office
	Grab all equipment and shirts (Use Laminated Forms)
	Have new hire fill out Sub-contractor package
	Direct Deposit (optional)
	Company Rules
	Training Manual
	Submit completed New Hire Package to office

Accounting

	Add new cleaner to CRM JaniBid and QuickBooks
	Upload all documents to file
	Put a reminder in Managers email to follow up with cleaner 1 week after start date