



LEADERS HOLDING CO.TM

Est. 1971

Retail Showroom Team Member Onboarding Checklist



New Team Member	Team Member #
Location:	Date

The following list needs to be completed on the new hire's first day of work and no later than the third day of work. Scan this completed checklist and I-9 verification documents to Human Resources to bring a new team member on board. Please email clear pictures or scans of each document. Contact HR if you have any questions.



HR@leadersfurniture.com



(727) 254-5567

Table of Contents

Government Compliance	2
Path: S:\00 Human Resources\00 Hiring\01 New Hire Paperwork\01 Required Government Documents	2
Company Forms	2
Path: R:\1 About Benefits, Pay and Human Resources\1.91 Showroom Professional Job Description ...	2
Introduction & Training.pdf	2
Path: R:\0 About Leader's Holding Company Essentials	2
Timeclock & Netsuite Logins	2
Path: R:\1 About Benefits, Pay and Human Resources\1.4 Time Clock NOVAtime Anywhere.pdf	2
Path R;\1 About Benefits, Pay and Human Resources\1.5 Employee Center.pdf	2

Government Compliance

Path: S:\00 Human Resources\00 Hiring\01 New Hire Paperwork\01 Required Government Documents

Completed	What	Why	How
<input type="checkbox"/>	Send copies of acceptable I-9 identification	To verify the I-9 Form for authorization to work in the U.S. Verification required within 3 days of hire. Due on the first day of work.	Please take a picture or scan and email to: hr@leadersfurniture.com

Company Forms

Path: R:\1 About Benefits, Pay and Human Resources\1.91 Showroom Sales Professional Job Description.pdf

Completed	Form / Filename	Why
<input type="checkbox"/>	Job Description	To understand their role in the organization.
<input type="checkbox"/>	Picture of new team member	To complete the employee record. The picture will be used periodically in team communication.
<input type="checkbox"/>	Order a name badge for your new team member.	Email the name badge request to officeasst@leadersfurniture.com

Introduction & Training

Path: R:\0 About Leader's Holding Company Essentials

Completed	Form	Why
<input type="checkbox"/>	Leaders Essentials Training Book	Training Workbook given the first date that gives a comprehensive introduction to the organization and new team member training materials.

Timeclock & NetSuite Logins

Path: R:\1 About Benefits, Pay and Human Resources

Completed	Form	Why
<input type="checkbox"/>	1.4 Time Clock NOVAtime Anywhere	Instructions for clocking in for the first time.
<input type="checkbox"/>	1.5 NetSuite Employee Center	Instructions for navigating the Employee Center role in Netsuite (Personal information & Employee Handbook).

one | one
team | goal