

Livonia Chrysler Jeep

New Hire Orientation

Have *new employee* initial each line.

- _____ 1. Location of customer and employee bathrooms.
- _____ 2. Location of customer and employee parking.
- _____ 3. Employee pay cycle / 1 week delay / commissions
- _____ 4. Dealer History.
- _____ 5. Introduce to department personnel and relating departments.
- _____ 6. Assigned mentor_____.
- _____ 7. hours : Service / Parts / Body Shop / Sales.
- _____ 8. Training policy / Requirements.
- _____ 9. Dress Code.
- _____ 10. Lunch / Breaks/ Smoking.
- _____ 11. Car wash instruction / use.

Employee

Date

Department Manager

Date