

# Pre-employment Checklist for Manufacturing Staff

Ensure a smooth hiring process with a comprehensive **pre-employment checklist** designed specifically for manufacturing staff. This checklist covers essential steps such as verifying qualifications, conducting safety training, and completing necessary documentation. Proper preparation helps maintain workplace safety and compliance.

## Checklist

- Verify candidate qualifications and experience
- Conduct background and reference checks
- Ensure completion of physical and drug testing (if required)
- Provide and collect all necessary employment forms and identification
- Register new hire with HR and payroll systems
- Review and sign employee handbook and company policies
- Complete required safety and equipment training sessions
- Issue personal protective equipment (PPE)
- Assign locker and/or employee ID badge
- Schedule orientation and first day activities