



Swartz Contracting On Boarding Program



WATER DIVISION MANAGER

TRAINING	MODULE	TIME FRAME	DATE OF COMP	INITIALS	COMMENTS
Phase I - HR/INITIAL HIRING					
ORIENTATION					
-HR Paperwork	SEI Process	Day 1			
-Job Description	SEI Process	Day 1			
-Company Profile	SEI Process	Day 1			
Mission	SEI Process	Day 1			
Goals	SEI Process	Day 1			
Values	SEI Process	Day 1			
Organizational Chart	SEI Process	Day 1			
-Introduction to Staff	SEI Process	Day 1			
-Tour of Buildings	SEI Process	Day 1			
-Email	Personal Productivity	Week 1			
EMPLOYEE MANUAL	SEI Process	Week 1			
OFFICE EQUIPMENT	Basic Knowledge	Week 1			
GOOGLE CALENDAR	Personal Productivity	Week 1			
PAPER TRAIL	SEI Process	Week 1			

Signee's Printed Name

Signee's Signature

Date of Sign Off



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Phase II - TRAINING					
DASH (Entire Training)	SEI Process	Month 1-3			
DASH (Specific Training)					
-Dry Tracking	SEI Process	Month 1-3			
-Notes & Pics	SEI Process	Month 1-3			
-Equipment Tracking	SEI Process	Month 1-3			
-Demolition	SEI Process	Month 1-3			
EQUIPMENT OPERATION	SEI Process	Week 1-2			
TRAINING					
-Reets Online	SEI Process	Week 1			
-Xactimate	SEI Process	Month 1-3			
CERTIFICATES					
-WTR	Certification	Month 1-3			
-Fire Smoke	Certification	Month 1-3			

Signee's Printed Name

Signee's Signature

Date of Sign Off