



Swartz Contracting On Boarding Program



FIELD - CARPENTERS

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			
TIME SHEET	SEI Process	Day 1			
EMPLOYEE MANUAL	SEI Process	Week 1			

Signee's Printed Name

Signee's Signature

Date of Sign Off



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Phase II - TRAINING					
CARPENTRY TRAINING (ON THE JOB TRAINING)	SEI Process	Day 1			
SAFETY TRAINING (ONGOING)	SEI Process	Day 1			
RESPIRATOR EVALUATION/FIT (EVERY 3 MONTHS)	Certificate/ Standards	Month 1-3			
WORKING WITH A SCOPE	On-Site Skill	Month 1			
ON-CALL PROCEDURES	On-Site Skill	Month 1-3			
FINISH WORK	On-Site Skill	Varies by Employee			
DRYWALL	On-Site Skill	Varies by Employee			
FRAMING	On-Site Skill	Varies by Employee			
TILE	On-Site Skill	Varies by Employee			
PAINTING	On-Site Skill	Varies by Employee			
UNDERLAYMENT	On-Site Skill	Varies by Employee			
DEMOLITION	On-Site Skill	Varies by Employee			
TOOL SELECTION/USAGE	On-Site Skill	Varies by Employee			

Signee's Printed Name

Signee's Signature

Date of Sign Off