



# Swartz Contracting On Boarding Program



## PROJECT MANAGERS

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			

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Signee's Printed Name

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Signee's Signature

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Date of Sign Off



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## PROJECT MANAGERS

TRAINING	MODULE	TIME FRAME	DATE OF COMP	INITIALS	COMMENTS
<b>Phase II - TRAINING</b>					
SAFETY TRAINING (ONGOING)	SEI Process	Day 1			
CUSTOMER COMMUNICATION	Basic Knowledge	Week 1			
ADHERING TO BUDGET #'S	SEI Process	Week 1			
PAPER TRAIL	SEI Process	Week 1			
EMAIL	Personal Productivity	Week 1			
MATERIAL ORDERS	SEI Process	Week 1			
CODING INVOICES	SEI Process	Week 1			
REVIEW TIMESHEETS	SEI Process	Week 1			
SCHEDULING HOURS/CREWS	SEI Process	Week 1			
JOB PHOTOS/NOTES	SEI Process	Week 1			
EMERGENCY SERVICES	SEI Process	Week 1			
WATER MITIGATION PRACTICES	SEI Process	Week 1			
WORKING WITH A SCOPE	On-Site Skill	Week 1			
RESPIRATOR EVALUATION/FIT (EVERY 3 MONTHS)	Certificate/ Standards	Month 1-3			
ON-CALL PROCEDURES	SEI Process	Month 1-3			
LEAD CERTIFICATION (Annual)	Certificates	Month 1-3			

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