**NEW EMPLOYERS CHECKLIST**

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| --- | --- | --- | --- | --- |
| Full Name:  |  |  | Date: |  |
| Gender: |  |  | Age: |  |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer**  | **Strongly Agree** | **Agree** | **Neutral** | **Needs Improvement** |
| 1. **Background**
 |
| 1. Number of years of company’s operations.
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| 1. Track record of the employer.
 |  |  |  |  |
| 1. Attrition rate of the company.
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| 1. Notable services & awards.
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| **2. Policies** |
| 1. Gives out handbooks on behavior manual.
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| 1. Proper orientation on company policies.
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| 1. Fair execution of the said policies.
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| 1. Clear & thorough explanation of employee benefits.
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| **3. Workflow** |
| 1. Employer clearly explains the workflow.
 |  |  |  |  |
| 1. Employer entertains questions.
 |  |  |  |  |
| 1. Employer corrects mistakes professionally.
 |  |  |  |  |
| 1. Employer observes proper dress code.
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| **Remarks:** |