**NEW EMPLOYERS CHECKLIST**

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



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