



## New Hire Orientation Timeline

NAME \_\_\_\_\_

START DATE \_\_\_\_\_

### General Manager Welcome (Day 1)

- Property specifics (parking, timeclock, etc.)
- View Values/Vision/Purpose (VVP) video
- Discuss VVP video related to your property
- Explain your expectations for the associate
- Enroll timeclock biometrics
- Detailed tour of the building
- Introductions to the team

### Foundation Orientation (within 10 days)

- Welcome!
- We're in this Together
- Performance Appraisals
- Personal Time Off (PTO)
- 401-K
- Associate Lodging and Meals
- Holiday Pay
- Health Insurance
- Appearance Standards
- AWAIR Program
- Alcohol Awareness
- Bloodborne Pathogens SDS
- Awareness Emergency
- Procedures Lock out/Tag out
- Safety First
- Questions?

### Cultural Orientation (within 30 days)

- Lunch!
- The TPI Story
- Summarize today's TPI locations
- TPI Organizational Chart
- Vision/Values/Purpose (VVP) Video
- Discuss the importance of our VVP
- PEACE Fund video
- Discuss the PEACE Fund video & pledge form
- Thank new associates for choosing TPI

### Associate Update (within 90 days)

- Life Safety Acknowledgment
- Bed Bug training (Housekeeping only)
- Sex Trafficking training
- 90-Day Performance Update

This completed timeline must be  
forwarded to the TPI Administrative Office  
within 90 days of employment

By signing below, I confirm that all the information above has been shared with the associate indicated below.

By signing below, I confirm that all the information above has been presented to me, and any questions I had were answered.

MANAGER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

ASSOCIATE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_