

## HR Department Toolkit



## New Hire Training Checklist

# New Hire Training Checklist

Name of trainee: \_\_\_\_\_ Date Started Training: \_\_\_\_\_

M	S	Orientation
		Complete New Hire Paperwork
		Read employee handbook, review questions
		Read restrictive covenants policy sign witness
		Review and sign other policy forms
		Provide Bonus Structure Sheet and explain
		Add New Hire to Salon Touch - Employee Profile
		Enter all information in "general" screen
		Enter emergency contact info in "Personal"
		Assign password and profile in "Security" (password is the last 4 digits of phone)
		Assign commission assignment in "Commission"
		Have new hire clock-in and sign TA Sheet
		Employee Binder
		Show location of binder and explain uses
		Review the table of contents and each tab
		Give Salon Tour
		Employee parking area
		Where to put personal items when on clock
		Laundry Room - how to use machines
		Chemical Storage area - how to mix/test
		Light Switches
		Radio Controls
		Each Bed and Room (light switches, radio controls, fans)
		Restroom
		Vanity area
		Versa Spa Room
		Airbrush Room (if applicable)
		Outdoor garbage area
		Designated smoking area
		Client profile
		Add new hire as a client if not a client already
		Assign name under the drop down is employee
		Review how the training process will work, expectations of training and testing that will occur throughout the training process

M	S	Day one - 8 hours
		How your skin tans - chapter 4 SMART Tan
		Epidermis
		Basal cells
		Keratinocytes
		Melanocytes
		UV Light
		UVB
		UVA
		Melanin
		Oxygen
		Keratin
		IPD and DPD
		Sunburn
		"MAGIC" Program
		Meet and greet the client
		Acquire Information
		Give salon tour
		Inspire to buy
		Close, Commit and Celebrate!
		CRF (client registration form)
		NYS Hazzard Form
		Under 18 Hazzard Form, location and policy
		NYS and Maximum Tan eye wear policy
		Show location of mandatory eye wear and maint. of solution in the container
		Levels of tanning
		Dark
		Darker
		Darkest
		VIP
		Package types
		EFT
		Unlimited
		Visit(s)
		Points
		Specials

M	S	Day one (cont'd)
		How to properly clean a tanning bed
		Sanitizer solution - make and measure
		Dark Level Beds (Bed Manual)
		Make and model of bed
		UV Output
		UVB %
		UVA %
		Suggested start time
		Maximum tanning time
		Total Number of Bulbs
		Lamp type and wattage
		Weekly room cleaning for Dark Level
		Tan in Dark Level Bed
		Tour Manager following MAGIC - sell Dark Level

		Day two - 8 hours
		"MAGIC" Program
		Meet and greet the client
		Acquire Information
		Give salon tour
		Inspire to buy
		Close, Commit and Celebrate!
		Salon Touch
		Client Tab
		Adding new clients
		Driver license and scanner settings
		Client Profile
		How to update information
		Package screen
		Tan Log
		Sales Log
		Security tracer
		Client List
		How to put a client into a bed
		Right hand side of screen (Information)
		Resetting Beds (room vs manual)

# NEW HIRE TRAINING CHECKLIST

Name of trainee: \_\_\_\_\_ Date Started Training: \_\_\_\_\_

M	S	<b>Day Two (cont'd)</b>
		Register
		Products
		Services
		Other items
		Fee section
		Discount
		Void
		Tender
		Gift Certificate
		Gift Items
		Coupon items
		Cleaning Forms and Procedures
		Opening and closing checklist
		When to complete
		Where to initial
		Description of tasks
		Weekly cleaning assignments
		Review breakdown of room (description of tasks listed)
		Physically go into room and show specifics listed
		Show how to change vaccum bag
		Review cleaning chemical and uses
		How to sell and EFT
		EFT Card
		Initiation Fee
		EFT Contracts (no commitment and 12 month)
		Lotion Buy
		Darker Level Beds (Bed Manual)
		Make and model of bed
		UV Output
		UVB %
		UVA %
		Suggested start time
		Maximum tanning time
		Total Number of Bulbs
		Lamp type and wattage

M	S	<b>Day Two (cont'd)</b>
		Weekly room cleaning for Dark Level (filter location)
		Tan in Darker Level Bed
		Tour Manager following MAGIC - sell EFT, Dark and Darker Level
		<b>Day Three - 6 hours</b>
		"MAGIC" Program
		Meet and greet the client
		Acquire Information
		Give salon tour
		Inspire to buy
		Close, Commit and Celebrate!
		Versa Spa
		Consent forms
		Video
		How to change to manual session (Pitt only)
		Prep pack - use and purpose
		Airbrush
		Understand difference between versa and AB
		How to set-up appointment in Salon Touch
		Lotions
		Bronzers
		Accelerator
		Key Ingredients
		DHA Bronzer
		Cosmetic Bronzer
		Natural Bronzer
		Silicone Bronzer
		Aloe
		Fresh Tek
		Tattoo & Color Fade Protection
		Body Fit
		Revita Fit
		Idea Lift
		BB Crème
		CC Crème
		Advanced Matrixial Synthe

M	S	<b>Day Three (cont'd)</b>
		Salon Touch
		Reports Tab
		Employee - commissions
		Maintenance screens
		To-do lists
		Scanner (product bar codes, GC bar codes)
		Magic Briefcase
		General Email
		Darkest Level Beds (Bed Manual)
		Make and model of bed
		UV Output
		UVB %
		UVA %
		Suggested start time
		Maximum tanning time
		Total Number of Bulbs
		Lamp type and wattage
		Weekly room cleaning for Dark Level (filter location)
		Tan in Darkest Level Bed
		Tour Manager following MAGIC - sell EFT, Dark, Darker, Darkest and 1 lotion
		<b>Day Four - 6 hours</b>
		"MAGIC" Program
		Meet and greet the client
		Acquire Information
		Give salon tour
		Inspire to buy
		Close, Commit and Celebrate!
		VIP Level Beds (Bed Manual)
		Make and model of bed
		UV Output
		UVB %
		UVA %
		Suggested start time
		Maximum tanning time
		Total Number of Bulbs

# NEW HIRE TRAINING CHECKLIST

Name of trainee: \_\_\_\_\_ Date Started Training: \_\_\_\_\_

**M S Day Four (cont.)**

		Lamp type and wattage
		Weekly room cleaning for Dark Level (filter location) Tan in Darkest Level Bed
		Tour Manager following MAGIC - sell EFT, Dark, Darker, Darkest, VIP, Versa and 1 lotion

		Salon sales sheet Personal sales sheet
		T-Max / Communication Manager
		Review additional products - how to boost LPA Work salon touch solo
		Run salon for 2 hours with little to no support Take training test

**SMART Tan POA**

Assignment Dates:

Chapter One: \_\_\_\_\_

Chapter Two: \_\_\_\_\_

Chapter Three: \_\_\_\_\_

Chapter Four: \_\_\_\_\_

Chapter Five: \_\_\_\_\_

Chapter Six: \_\_\_\_\_

Chapter Seven: \_\_\_\_\_

Chapter Eight: \_\_\_\_\_

Chapter Nine: \_\_\_\_\_

Chapter Ten: \_\_\_\_\_

Chapter Eleven: \_\_\_\_\_

Test Assignment Date: \_\_\_\_\_

**I want more training on the following items!**

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**Manager training notes:**

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Employee Sign: \_\_\_\_\_

Manager Sign: \_\_\_\_\_

**“Excellence is not an act but a habit” - Aristotle**