



## New Hire/Site Checklist

Location: Marshalls. La Mirada

Manager: Karen

### ☐ Dress Code

Consumer uniform? No blue jeans. Black pants, polo shirt or shirts with no logos or sports attire. Marshalls name tag. Please have him bring only 1 Jacket. Jacket can be placed inside locker.

Job coach uniform? Follow CM Dress Code

Nonslip shoes? N/A

Piercings? No facial or visible piercings

Tattoos? Must be covered

### ☐ Grooming

Hair? Short and styled

Nails? Short and clean

Facial hair? Clean shave

### ☐ Work schedule

What days will the consumer be working? Any day schedule. Three days a week

What hours? 7 am to 11:30am

### ☐ Special instructions

Manager likes to see coaches engaged helping consumers learn more about the store.

### ☐ Manager Requests

Job coaches should never be on their phone. Manager would like coach to be more involved with consumer.

Important details:

Vincent does not like to be called Vince. He gets very upset.