



Auto Repair Shop Employee Onboarding Checklist Template

 Show only Checklist

Display Style
Default 

Pre-Arrival & Paperwork

Tasks to be completed before the employee's first day.

Start Date

Enter date...

Job Description Summary

Write something...



Offer Letter

 Upload File

Candidate Signature (Offer Acceptance)

Emergency Contact Method

☐ Phone

☐ Email

Hourly Rate/Salary

Enter a number...

First Day Orientation

Initial introductions, shop tour, and overview of processes.

Welcome Message & Introduction

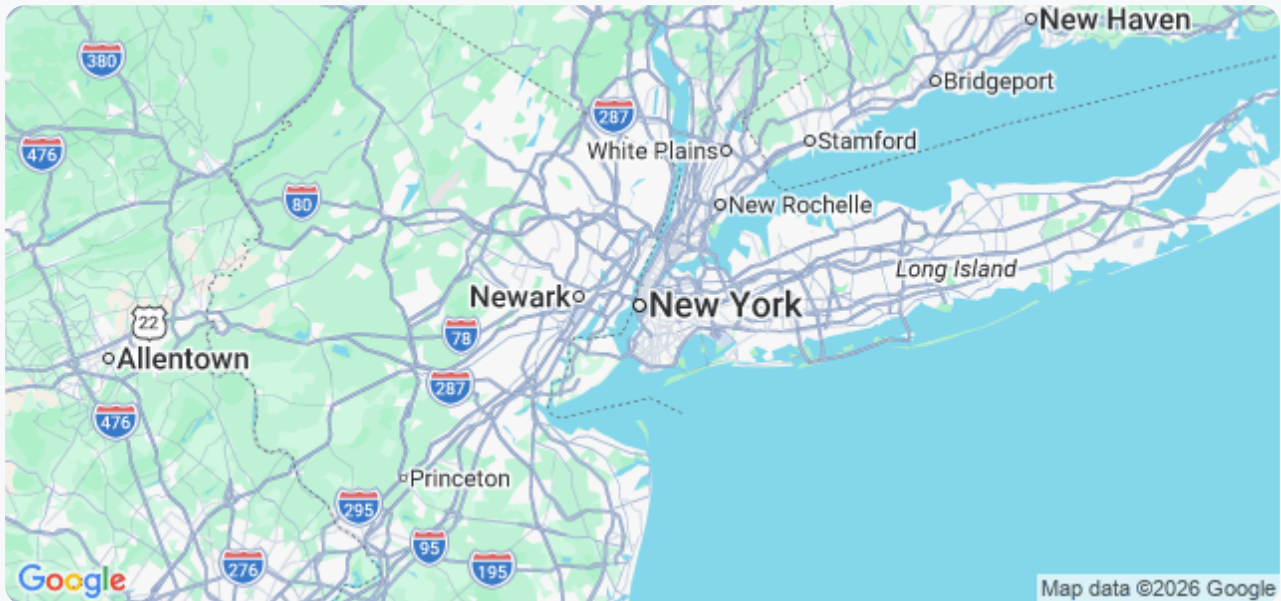
Write something...

Shop Tour - Route Overview

Write something...

Key Areas Marked on Shop Map

 [Set My Current Location](#)



Initial Team Introductions - Confirmation

- ☐ Completed
- ☐ In Progress
- ☐ Not Started

Scheduled Break Time - Confirmation

Enter time...

Overview of Daily Workflow & Expectations

Write something...

HR & Legal Compliance

Completion of required paperwork and acknowledgement of policies.

Employee Signature (Acknowledgement of Offer)

Date of Offer Acceptance

I-9 Verification Status

- ☐ US Citizen
- ☐ Lawful Permanent Resident
- ☐ Authorized to Work (Form I-9)

Supporting Documents (e.g., Passport, Visa, Work Permit)

 Upload File

Acknowledgement of Employee Handbook

Confidentiality Agreement

- ☐ Accepted
- ☐ Rejected

Direct Deposit Account Number

Enter a number...

Role-Specific Training

Introduction to job responsibilities and necessary skills training.

Review of Shop Manual Procedures

Write something...

Specific Diagnostic Tool Training (Select all that apply)

- ☐ Scan Tool Calibration
- ☐ Oscilloscope Usage
- ☐ Battery Load Tester
- ☐ Compression Tester

Number of Service Intervals Demonstrated

Enter a number...

Explanation of Warranty Claim Process

Write something...

Level of Expertise in Welding (Select one)

- ☐ Beginner
- ☐ Intermediate
- ☐ Advanced

Explanation of Shop Safety Regulations

Write something...

Shop Equipment & Safety

Training on equipment operation and safety protocols.

Review of Shop Safety Manual

Write something...

Personal Protective Equipment (PPE) Training

- ☐ Safety Glasses
- ☐ Gloves
- ☐ Hearing Protection
- ☐ Respirator
- ☐ Safety Shoes

Lift Inspection Date

Enter a number...

Fire Extinguisher Inspection Date

Enter date...

Machine Guarding Inspection

- ☐ Pass
- ☐ Needs Repair
- ☐ Out of Service

Spill Response Procedures Training

Write something...

PPE Certification

 Upload File

Software & Systems

Training on shop management software and other relevant systems.

Shop Management Software Introduction & Access

Write something...

Software Modules Introduced (e.g., Estimating, Invoicing, Inventory)

- ☐ Estimating
- ☐ Invoicing
- ☐ Inventory
- ☐ Scheduling
- ☐ Customer Relationship Management (CRM)

Number of Training Hours on Software

Enter a number...

Date of Software Training Completion

Enter date...

Employee Signature Acknowledging Software Training

Mentorship & Buddy System

Assignment of a mentor or buddy for ongoing support.

Assigned Mentor/Buddy

- ☐ Not Assigned
- ☐ Assigned - Name and Title

Mentor/Buddy Introduction Notes

Write something...

Initial Mentor/Buddy Meeting Date

Enter date...

Frequency of Scheduled Check-ins (weekly/bi-weekly)

Enter a number...

Mentor/Buddy Agreement Status

- ☐ Not Signed
- ☐ Signed

Notes from Initial Meeting

Write something...

Performance Expectations & Goals

Discussion of performance expectations and initial goals.

Brief Job Description Summary

Write something...

Target Sales/Repair Volume (per month/week)

Enter a number...

Key Performance Indicators (KPIs)

- ☐ Customer Satisfaction
- ☐ Efficiency (ROs per day)
- ☐ Upselling Rate
- ☐ Accuracy of Estimates

Target Customer Satisfaction Score (e.g., out of 5)

Enter a number...

Specific Skills to Develop (within 3-6 months)

Write something...

Date for First Performance Review

Enter date...

30-Day Check-in

Scheduled review to address questions and provide feedback.

Employee Feedback - How are they adjusting?

Write something...

Estimated Work Completion Rate (compared to expectations)

Enter a number...

Overall Performance (Exceeds, Meets, Needs Improvement)

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement

Specific Strengths Observed

Write something...

Areas for Improvement Identified

Write something...

Additional Training Needs?

- ☐ Yes
- ☐ No

Next Performance Review Date

Enter date...

90-Day Review

Formal evaluation of progress and identification of development areas.

Overall Performance Score (1-5)

Enter a number...

Strengths Observed

Write something...

Areas for Improvement

Write something...

Specific Goals for Next 3 Months

Write something...

Understanding of Shop Policies?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Customer Satisfaction Score (average)

Enter a number...

Teamwork and Collaboration

- ☐ Exceptional
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Next Performance Review Date

Enter date...