



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

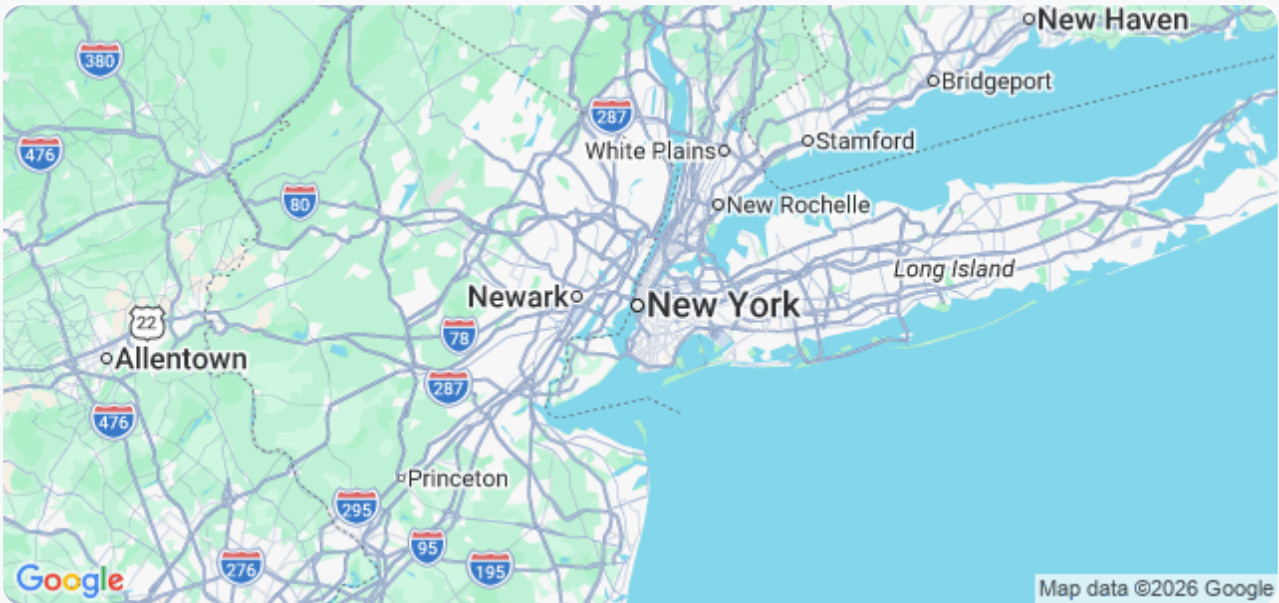
Write something...

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...