



New Hire Checklist

What to Do on Your First Day

Congratulations! If you have received this checklist, you are starting work at McKenney's soon, and we are so glad to have you as a part of our team! Before you get to work, you'll need to go through our in-house orientation at the office. Below are a few things you need to know or bring to give yourself the best start possible.

Orientation Details

- Start time – 8:00 A.M.
- Full 8-hour day. Orientation is held on Tuesdays and Thursdays
- Lunch will be provided
- Location – **1056 Moreland Industrial Boulevard, Atlanta, GA 30316**
- When you arrive, you can park in any of the spots not marked "Visitor" in the front parking lot. – *see the reverse side for the campus map.*

Items to Bring on Your First Day

1. Union Referral Form
2. Two Forms of I-9 Documentation – *see reverse side for documentation list.*
3. Negative Drug Screen Results – obtained from an approved drug screening company.
 - If you take a prescription, bring it with you to drug testing facility so notes can be made on your drug screen. Receiving test results from the facility staff before you leave is part of our standard procedure. If you do not receive results, be sure to ask for the form before you leave the clinic. If drug screening results are non-negative, please follow the directions explained by the drug site facility or follow up using the drug facility phone number listed on your results. If your sample is sent to the lab, specimens typically take 3-7 days to return. **You can attend McKenney's orientation only once you have obtained a final negative result from the drug testing facility.**
4. Proper work attire
 - Work Boots
 - Long pants (no shorts)
 - Comfortable shirt (sleeves at least 3" in length)
5. Bank Account Information
 - An official bank statement or voided check containing the following info:
 - Account Number
 - Routing NumberIf you do not have a bank statement or voided check, a screenshot of your account with the above information will be accepted.
6. Proof of Certifications
 - Only current certifications valid within the last 5 years
 - Must include the training company and, if available, name of the trainer
 - OSHA certifications – only your highest OSHA certification is needed. For example, if you have OSHA 10 and OSHA 30, we only need to see OSHA 30.



NEW PPE WILL BE PROVIDED

Keeping our teams safe in the field is our top priority, so we will be providing you with new PPE when you arrive. Please leave any old PPE at home.

Campus Map



I-9 Documentation List

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				