



Stylist Onboarding Checklist

Team Member:	Store #:
Start Date:	Manager:

Prior to First Day

<input type="checkbox"/>	1. Welcome Kit ordered	
<input type="checkbox"/>	2. Badge ordered	
<input type="checkbox"/>	3. Uniform ordered (best guess on size and style)	
<input type="checkbox"/>	4. Added to systems <input type="checkbox"/> Salon Ultimate <input type="checkbox"/> Gusto <input type="checkbox"/> WhatsApp	
<input type="checkbox"/>	5. Messages sent via WhatsApp welcoming them <input type="checkbox"/> DM to team member welcoming them <input type="checkbox"/> Group message introducing them to the team	
<input type="checkbox"/>	6. Scheduled for Core Camp and date shared with them	

On First Day

<input type="checkbox"/>	7. Given welcome kit, badge and uniform given to stylist	
<input type="checkbox"/>	8. Introduced to other team members, including team leader and coaches	
<input type="checkbox"/>	9. Given tour of Sport Clips store, shown parking spots allowed	
<input type="checkbox"/>	10. Gathered I-9 information and sent to team leader	
<input type="checkbox"/>	11. Conducted Team Member Orientation <input type="checkbox"/> Sport Clips Values, Standards <input type="checkbox"/> Skills Checklist <input type="checkbox"/> Performance Stat Sheet <input type="checkbox"/> Shift Schedules explained <input type="checkbox"/> Job Expectations (30-60-90) <input type="checkbox"/> About Me or My Favorites Form <input type="checkbox"/> Uniform Policy	
<input type="checkbox"/>	12. Provided them with Sport Clips University URL and assigned all lessons in Team Member Orientation course	
<input type="checkbox"/>	13. Read Holiday Policy and Parking Policy	
<input type="checkbox"/>	14. Read Team Member Handbook and reviewed key points with them	
<input type="checkbox"/>	15. Signed the Policy Acknowledgement form	

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<input type="checkbox"/>	16. Shared linktree link and explained what to find there https://linktr.ee/sportclipsdallas	
<input type="checkbox"/>	17. Downloaded Sport Clips app and shown how to use the app	
<input type="checkbox"/>	18. Gathered photo of their face and uploaded to Salon Ultimate	
<input type="checkbox"/>	19. Obtained their commitment to following Sport Clips Values, Principles, Standards and Goals	
<input type="checkbox"/>	20. Asked if they have any questions	
<input type="checkbox"/>	21. Thanked them and welcomed them to the Team	

Within 14 Days from Start

<input type="checkbox"/>	22. Taught the 5 Point Play	
<input type="checkbox"/>	23. Provided and explained the Words to Say	
<input type="checkbox"/>	24. Reviewed opening duties checklist	
<input type="checkbox"/>	25. Reviewed closing duties checklist	
<input type="checkbox"/>	26. Explained back bar product usage	
<input type="checkbox"/>	27. Shown the uniform section of the supplies web site and explained how to order additional pieces	
<input type="checkbox"/>	28. Train on Salon Ultimate point-of-sale system <ul style="list-style-type: none"> <input type="checkbox"/> Client check-in <input type="checkbox"/> Client start-of-service <input type="checkbox"/> Client check-out <input type="checkbox"/> Retail product price lookup and check-out 	
<input type="checkbox"/>	29. Conduct first One-on-one outside the store (with goal of getting know the stylist better and to introduce the one-on-one process)	
<input type="checkbox"/>	30. Performed role-play on 5 Point Play	

At 30 Days from Start

<input type="checkbox"/>	31. Scheduled Proficiency course	
<input type="checkbox"/>	32. Conducted second one-on-one outside the store (goal of using the one-on-one form to give them feedback and coaching)	
<input type="checkbox"/>	33. Taught them about the retail products on the shelves	
<input type="checkbox"/>	34. Performed role-play on product recommendations with clients	