

## Welcome to Your Employee Onboarding Document Templates

*Provided by The Fabric Shop Network, Inc.*

This collection of editable Word document templates is designed to support independent fabric and quilt shop owners in creating or refining an employee onboarding process that reflects your shop's unique needs and values. These templates are intended to serve as a starting point and source of inspiration as you build or update your own materials for hiring, training, and supporting your team.

### What's Included in This Folder:

- **Sample Job Posting** – A customizable template to help you draft clear, engaging job listings.
- **Sample Job Descriptions** – Examples of potential job roles and responsibilities, ready to tailor to your shop.
- **Applicant Interview Worksheet** – A worksheet with space to take notes and a list of sample interview questions to guide your hiring conversations.
- **New Employee File Information & Onboarding Checklist** – A sample form to collect new hire information and a checklist to guide a smooth onboarding experience.
- **Employee Handbook Checklist** – A list of suggested topics to consider when developing your employee handbook.
- **Employee Performance Evaluation Templates** – Includes a self-assessment form for employees and a quantitative performance evaluation assessment tool for managers.

### **About The Documents:**

All documents are provided in Microsoft Word format for easy customization.

Please note: formatting may vary slightly depending on your version of Word.

You are welcome to use, adapt, or reformat these templates in whatever way works best for your business. These are not prescriptive documents, but rather flexible tools to help you develop onboarding materials that fit your shop's culture and operational needs.

### **Important Note:**

The Fabric Shop Network, Inc., is not responsible for any claims attributed to errors, omissions, or other inaccuracies in the information presented here.

These materials are general templates and do not constitute legal advice. It is the responsibility of each shop owner to ensure that all onboarding, hiring, and employment practices are compliant with **federal, state, and local labor and employment laws**. Certain requirements, such as break periods, overtime, paid time off, and employment eligibility documentation may differ depending on your location. Always consult with your state labor department or a legal professional to confirm compliance before implementing any of the enclosed resources.

Many thanks to Capi Saxton with Always in Stitches for providing sample documents which were used in the creation of this resource.