

# New Hire: Hiring Checklist #1

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Personnel and Confidential File Created (See Employment File Procedure)
- Application Filled out, Signed and Filed
- Authorizations for Background Check, Physical & Drug Screen Signed and Filed
- References and Previous Employment Checked and Reviewed
- Background Check Ordered \_\_\_\_\_ Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_
- Physical Exam Ordered: \_\_\_\_\_ Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_
- Drug Test Ordered: \_\_\_\_\_ Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_
- Payroll Change Notice Filled out and Signed.

## **ORIENTATION (See Orientation Procedures)**

- I-9 Documentation
- Federal Tax Withholding Form
- State Tax Withholding Form
- Employee Policy Manual Acknowledgement
- Employee Handbook Acknowledgement Form
- Key/Security Policies Acknowledgement Form
- Employee Personal Information Sheet and Emergency Contact Form
- Benefit Information Reviewed
- Benefit Enrollment Forms Completed
- All Orientation Documents Filed in Personnel Record
- Employee Information Entered in HRIS & Payroll Systems (See Payroll Procedures)

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: COMPLETED FORM TO BE FILED IN PERSONNEL FILE.