

## New Hire Checklist

Take the following steps to ensure smooth onboarding of all new employees:

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

Schedule new hire orientation;

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Remember to: Set up or order equipment and technology items (computer, phone, Badge. Etc.)

Prepare the following new hire documents:

- Notification of New Trainee
- Employment Application
- Form W-4
- Form I-9 (Employment Eligibility Verification)
- Copy of Social Security & state Identification (ID, Driver's license, school ID, etc.)
- Confidentiality agreement (NDA)
- Emergency contact information
- Official communication memo
- Certificate Safety Training
- Sexual Harassment and Discrimination Training Sheet
- At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook
- Employee handbook (Has been provided)
- Employee Acknowledgement of Workers Compensation Network
- Receipt of Notice of COBRA Continuation of coverage Rights
- Direct deposit form
- Ezpro Agreement
- Access Card Acknowledgement Form – Provide ID – Date: \_\_\_\_\_
- Provide tour and introductions with manager.
- Uniform - (Fee and provide at least one shirt or jacket for 50% off)