

HIRING CHECKLIST

Name: _____ Date of Hire: _____ S.S.#: _____

Address: _____ Phone: _____

- Create Employment File
- Create Confidential File
- Application Filled out, Signed and Filed.
- Authorizations for Background Check, Physical & Drug Screen Signed and Filed
- Reference and Previous Employment Checked and Signed
- Background Check Ordered ____ Received: ____ Reviewed By: _____
- Phys/Drug Ordered: _____ Received: _____ Reviewed By: _____
- Payroll Change Notice Filled out and Signed.
- ORIENTATION
- I-9 Documentation
- Federal Tax Withholding Form
- State Tax Form Withholding Form
- Employee Manual Read and Signed
- Important Policies Read and Signed
- Employee Personal Information Sheet.
- Review Benefit Information
- Benefit Enrollment Forms
- All Orientation Documents Filed
- Entered in Payroll Systems
- Verified By: _____ Date: _____