New Hire Checklist

lovetoknow
advice women can trust
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Employee Name: _____ Hire Date: _____ Employee ID: _____

New Hire Paperwork:

Completed	Document
	Employee application
	Background check
	Drug test
	I9
	E-verify
	Payroll setup form
	Federal withholding tax form
	State withholding tax form
	Benefits election forms
	Employee handbook acknowledgement
	Safety training acknowledgement
	Harassment prevention training acknowledgement
	Emergency contact sheet
	Non-compete agreement
	Confidentiality agreement

Additional New Hire Prodedures / Requirements:

Completed	Requirement
	Attend new hire orientation session
	Complete plant tour with manager
	Attend safety orientation
	Watch harassment prevention video
	Building keys issues
	Alarm code assigned
	Password set-up
	Parking spot assigned
	Security badge issues
	Set-up in timekeeping system