

New Hire Paperwork Checklist

New Hire's Name: _____ Date: _____

Processor's Name: _____

Note:

* We will not hire a person if he/she did not bring the appropriate ID documents for the Form I-9.
(we have to see the originals, not photocopies)

* Anyone who fails to bring the proper documentation has the following 3 options:

1. Go home and return with these documents
2. Have someone bring them over to the office- and waiting until the forms arrive
3. Come back the next day with the documents

* Please, do not go forward with New Hire Orientation if you do not have the Forms I-9 and W-4 completely filled out.

Government Forms- Completed, signed, and placed in Employee File

☐ Form W-4
☐ Form I-9

Company Forms- Completed, signed, and placed in Employee File

☐ Employee Handbook signature page
☐ Emergency Information Form

Forms given to New Hire to keep

☐ Welcome to Company letter
☐ copy of Employee Handbook
☐ General Office Policies

Orientation- check off upon completion:

☐ General Orientation- review of Welcome packet, Office Policies, and Employee Handbook
☐ Company Overview- introduction to Company & overview of the business

Training- Complete and place in Employee File by end of initial training

☐ Materials, Equipment, Workspace, Tools, Uniform provided to New Hire
☐ Trained on basic Job Responsibilities
☐ New Hire trained on current project, task, work assignment
☐ New Hire trained on expected work pace, job completion rate, etc.

Place this New Hire Paperwork Checklist in Employee File upon completion of Orientation.