

NEW HIRE CHECKLIST

New Hire Name: _____
 Phone No. _____
 Location: _____
 Shift: _____

HR Related Documents

- Blue Folder Math & Reading
- Red Folder Emergency Contact Form
- Yellow Folder Application
- Rehire? Eligible?
- Job Offer Letter
- Employment Agreement
- Confidentiality Statement
- Driver's License Policy
- Company Vehicle Policy
- Receipt and Acknowledgment
- Child Abuse & Neglect
- Code of Ethics
- Job Description
- Green Folder Background Information Form
- Background Forms: Consent & Release (2)
- HireRight Background and Driving Record
- National Sex Offender Registry Check
- Exclusion List Check
- CPS Form – Child Care (Children's Homes)
- Livescan/Privacy Rights – (Children's Homes)
- FBI & State Results – (Children's Homes)
- HS Diploma
- References
- Purple Folder I-9 Form & Supporting Documents
- Orange Folder Physical
- TB Test / X-Ray Results
- Hepatitis B Vaccination Declination
- Gray Folder W – 4
- MW – 507
- Paycheck Policy
- Direct Deposit Documents
- Manila Folder New Hire Flow Form

- Media Release Form
- E-time Memo
- Awake Overnight Memo
- Outside Employment Memo
- Safety Memo

Training Related Documents

- ALU Memo
- Training Agreement
- CPR Exp: _____
- First Aid Exp: _____
- CMT Exp: _____
- BPS /Mandt. Exp: _____
- Seizure Disorder
- OSHA
- Aging
- Suicide Risk and Prevention (Children's Homes)
- Approved Forms of Disciplin (Children's Homes)
- Child Abuse and Neglect (Children's Homes)
- Emergency Preparedness (Children's Homes)
- Special Needs of Population Served (Children's Homes)
- Psycho Social and Emotional Needs (Children's Homes)

IP/BP Documents

- IP/BP Training

Comments: