

NEW HIRE CHECKLIST

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

HR Related Documents

- Emergency** Emergency Contact Form
- Employment** Application
- Rehire? Eligible?
- Job Offer Letter
- Employment Agreement
- Confidentiality Statement
- Driver's License Policy
- Company Vehicle Policy
- Receipt and Acknowledgment
- Abuse & Neglect
- Code of Ethics
- Job Description
- Background** Background Information Form
- Background Forms: Consent & Release (2)
- HireRight Background
- Embark 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)
- References
- Eligibility** I-9 Supporting Documents
- Health** Physical
- TB Test / X-Ray Results
- Hepatitis B Vaccination Declination
- Tax Forms** W – 4
- MW – 507
- Paycheck Policy
- Direct Deposit Documents
- Office Matters** New Hire Flow Form
- Math & Reading
- Media Release Form

- E-time Memo
 - Awake Overnight Memo
 - Outside Employment Memo
 - Policy Reminder Memo
- Training Related Documents**
- ALU Memo
 - Training Agreement
 - CPR Exp: _____
 - First Aid Exp: _____
 - CMT/LPN Exp: _____
 - MANDT Exp: _____

- CSC 01- Seizure Disorder
- CSC 02- OSHA
- CSC 03- The Aging Process
- CSC 67- Work Place Violence
- CSC 16- Suicide Risk and Prevention (Children's Homes)
- CSC 17- Approved Forms of Discipline (Children's Homes)
- CSC 18- Child Abuse and Neglect (Children's Homes)
- CSC 19- Emergency Preparedness (Children's Homes)
- CSC 20- Special Needs of Population Served (Children's Homes)
- CSC 21- Psycho Social and Emotional Needs (Children's Homes)

IP/BP Documents

- _____
- _____
- _____
- _____
- _____

Comments: