

Hiring Checklist

Prior to Hire:

- Employee application on file
- Background check forms signed
- References checked
- Background check completed

Upon Hiring:

- Personnel file created
- State and Federal tax forms completed (W-4), 2011 federal W-4 available at: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>); A good free site for links to all state withholding forms can be found at: <http://www.statew4.com/content/taxforms.php> .
- I-9 form completed, available for download at: <http://www.uscis.gov/files/form/i-9.pdf>
- Copy of employment handbook distributed and acknowledgement of employee signed and returned
- Discussion items with employee:
 - Schedule
 - Getting acquainted period
 - Performance reviews/Expect Progressive Corrective Coaching
 - Salary/Wages
 - Paydays & Direct deposit, if applicable
 - Bonus plan
 - Insurance benefits eligibility
 - Sick leave
 - Vacation
 - Time cards
 - Open door/employee concern reporting
- Obtain copy of any necessary certifications, licenses
- Job description – 1 for personnel file, 1 for employee
- Keys/access codes (if applicable)
- Nametag/uniform (if provided by office)
- HIPAA statement and training materials (if applicable)