

## New Hire Checklist

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Name	ID#	Hire Date
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## Received from Employee:

_____	Resume	
_____	Application for Employment	
_____	EEO Datasheet/Affirmative Action Information	
_____	List of Addresses for Last 5 Employers	
_____	Signed Offer Letter	
_____	Signed Job Description	
_____	Confidentiality Agreement	
_____	Acknowledgement of Receipt of Handbook	
_____	Chemical Health Verification Form	
_____	Acknowledgement of Maltreatment of Vulnerable Adults Law	
_____	Driving Agreement	
_____	Sexual Exploitation Release	
_____	Sexual Exploitation Verifications	
_____	Transcripts/Degrees/Licensure	
_____	Authorization for Release of Information for Background Check	
_____	Driver's License Check Authorization	
_____	Declaration Page of Auto Insurance	
_____	Copy of Driver's License	
_____	I-9	
_____	W-4	
_____	Voided Check	
_____	Hepatitis B Vaccination Form	_____ Hepatitis B Vaccination Requested
_____	Hepatitis B Verification	
_____	Mantoux Test Verification (CRU Only)	
_____	Complete Orientation Checklist	

## Received from Supervisor:

Request to Hire  
References

**Entered into Payroll:**

W-4  
Voiced Check

### Human Resources Action Items:

\_\_\_\_\_ E-Mail New Hire Distribution List  
 \_\_\_\_\_ Packet Sent  
 \_\_\_\_\_ Employment File Made  
 \_\_\_\_\_ Background Check, Submitted on: \_\_\_\_\_  
 \_\_\_\_\_ Driver's License Check, Submitted on: \_\_\_\_\_  
 \_\_\_\_\_ MN New Hire Reporting Complete  
 \_\_\_\_\_ Complete Credentialing (as necessary)  
 \_\_\_\_\_ Sexual Exploitation Verification Mailed

<hr/>	Entered into ADP
<hr/>	HHS Check Completed
<hr/>	Enter Review Dates
<hr/>	Enter Talent Record
<hr/>	Enter into myLearningPointe
<hr/>	Enter into Employee Training
<hr/>	Add to Intranet Site
<hr/>	Update Org Chart

Notes: