**Add logo here  
  
New Employee Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Employee name** | **DOB** | **Hire date** | **Manager** |

**Completed Employee Forms**

Application form

Curriculum vitae or resume

Job description

Handbook and Handbook Acknowledgement Form

Confidentiality Agreement

Form I-9

Form W4 – Federal

Form W4 – State

Direct Deposit Authorization

Voided check or photocopy

Proof of address (driver’s license or state ID)

Proof of citizenship or immigration status (Birth Certificate, passport, green card, etc.)

Social Security Card

Educational credentials (diploma, GED, certifications or licenses)

Immunization records

HIPAA training

OSHA training

One or two references with contact information

**FOR OFFICE USE ONLY**

New employee hire forms (filled out by hiring individual)

Background check

Reference check

Payroll account and pay schedule

Active directory and computer login

Merchant processing login

Time clock login

EMR login

Key Receipt Acknowledgement

Benefits enrollment

Employee orientation

90-day performance review and probation period

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