**New Hire Checklist**

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|  | **TASK** | **DATE** |
| ✔ | **New Employee Information** | MM/DD/YYYY |
|  | Employee Data Information Sheet Collected |  |
|  | Background Check Acquired & Passed |  |
|  | Drug Test Acquired & Passed |  |
|  | Offer Letter Signed |  |
|  | Employment Agreement Signed |  |
|  | Employee Information Entered into Payroll & Benefits Systems |  |
|  | I-9 Work Authorization Complete |  |
|  | HR Personnel File Created |  |
| ✔ | **New Employee HR Personnel File Documentation** | MM/DD/YYYY |
|  | W4 Federal Tax Withholding Form Complete |  |
|  | W4 State Tax Withholding Form Complete |  |
|  | State New Hire Reporting Complete |  |
|  | Employee Handbook Signed |  |
|  | Policy Documents Reviewed & Signed (NDA, Non-Compete) |  |
|  | Direct Deposit Form Acquired |  |
|  | Employee Benefits Enrollment Form Signed |  |
| ✔ | **New Employee Pre-Onboarding** | MM/DD/YYYY |
|  | Workspace Set-Up (e.g., Computer, Printer, Desk, Chair, etc.) |  |

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|  | Timecard and/or Entry Card Prepared |  |
|  | Logins for Computer, Software, Applications Acquired |  |
|  | Meet and Greets with Manager, Supervisor, Co-Workers Scheduled |  |
|  | Orientation Scheduled |  |
|  | New Hire Training Scheduled |  |
| ✔ | **New Employee Check-ins** | MM/DD/YYYY |
|  | 30-Day Check-in |  |
|  | 60-Day Check-in |  |
|  | 90-Day Check-in |  |