

# New Hire Check List

**Employee Name** \_\_\_\_\_

1. Application FULLY COMPLETED \_\_\_\_\_
2. A.V.O --Rate of Pay \_\_\_\_\_  
Hourly,Salary,Commission, etc....  
Date of Hire  
Position \_\_\_\_\_
3. W-4 Form \_\_\_\_\_
4. Working Papers (Under age 18) \_\_\_\_\_
5. Employee Handbook Acknowledgement \_\_\_\_\_
6. Pre Employment Physical \_\_\_\_\_
7. Safety Training-Employee Verification (included in handbook) \_\_\_\_\_
8. Form I-9 Citizenship Verification \_\_\_\_\_
9. Sexual Harassment Training (included in handbook) \_\_\_\_\_
10. Right to Know Training (included in handbook) \_\_\_\_\_
11. Job Description \_\_\_\_\_
12. Orientation \_\_\_\_\_
13. Copy of Drivers License \_\_\_\_\_
- 13.5 Run employee on State of MI OTIS \_\_\_\_\_
14. Copy of Social Security Card \_\_\_\_\_
15. Direct Deposit Form \_\_\_\_\_
16. Insurance Application (Medical or Life) if Applicable \_\_\_\_\_
- 16.5 A. Pre-tax Medical Deduction \_\_\_\_\_
17. Employee receives copies of everything they sign \_\_\_\_\_
18. 401k Sign up (when available) \_\_\_\_\_  
\_\_\_\_\_

Dept. Manager \_\_\_\_\_

Date \_\_\_\_\_