



New Hire Checklist

■ Administrative/Staff Employee

■ _____
Employee Name

■ _____
Department

■ _____
Subdepartment (if applicable)

■ _____
Start Date

■ _____
Salary

■ _____
Phone Extension

■ _____
Building Location

■ _____
Supervisor Name

■ _____
Supervisor Position

Employee Application

Job Description

Background Materials

Background Check Authorization

Required Screening Questions

HRAF

Onboarding

New Hire Information Sheet

W-4

I-9

Copy of I-9 Document(s)

Direct Deposit Form and Attachment

Confidentiality Agreement