

## New Hire Orientation Checklist

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

### Pre-employment Forms:

- \_\_\_\_\_ Reference Check
- \_\_\_\_\_ Resume/Application for Employment
- \_\_\_\_\_ Interview Report
- \_\_\_\_\_ Offer Letter

### Employment Forms:

- \_\_\_\_\_ Schedule of Group Health Insurance Benefits
- \_\_\_\_\_ Employee Eligibility and Verification Form (I-9)
  - Driver's License
  - Social Security Card (or)
  - Other \_\_\_\_\_
- \_\_\_\_\_ Emergency Notification Form
- \_\_\_\_\_ W-4 Form; State Withholding Form
- \_\_\_\_\_ Holiday Schedule
- \_\_\_\_\_ Employee Handbook Receipt and Acknowledgment Form