****

**Employer Hiring Checklist**

This form is to be used as a guide to ensure all paper work is completed and in the employee’s personnel file. Please file the completed checklist in the employee file when done.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire: \_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Application \_\_\_\_\_

Resume & Interview Notes \_\_\_\_\_

Background Check \_\_\_\_\_

Drug Test (as needed) \_\_\_\_\_

Employment Offer Letter \_\_\_\_\_

Personnel Data Sheet \_\_\_\_\_

Emergency Contact Form \_\_\_\_\_

I-9 Form: Employment Verification \_\_\_\_\_

W-4 Form: Employee Withholding \_\_\_\_\_

Direct Deposit Set-Up Form \_\_\_\_\_

Employee Handbook Receipt \_\_\_\_\_

Job Description Receipt \_\_\_\_\_

All items above, except for the I-9 form, are placed in the personnel file of any new employee. The I-9 form is kept with Accounting with one folder created for all employee’s I-9 forms.

Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_