Hiring Checklist

Use this checklist as a guide to ensure all paperwork is completed and located in the employee’s personnel file. Once completed, file this checklist in the employee’s file.

Employee Name Title Hiring Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
|[ ]  Employment application |
|[ ]  Resume & interview notes |
|[ ]  Background check |
|[ ]  Drug test (as needed) |
|[ ]  Employment offer letter |
|[ ]  Personnel data sheet |
|[ ]  Emergency contact form |
|[ ]  1-9 Form: employment verification |
|[ ]  W-4 Form: employee withholding  |
|[ ]  Direct deposit setup form |
|[ ]  Employee handbook receipt |
|[ ]  Job description receipt |

All items above, except for the I-9 form, should be placed in the employee’s personnel file. The I-9 should be kept in an accounting folder with all I-9 forms.

Employer Signature Title Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |