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

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|  | 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

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