



# 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