

New-Hire checklist

EDITABLE & PRINTABLE TEMPLATE

NEW HIRE CHECKLIST

Employer Name			
Department			
Job Title		Start Date	

PRE-HIRE CHECKLIST

PAPERWORK PREPARATION	DATE	ADMINISTRATION	DATE
<input type="checkbox"/> Signed offer letter		<input type="checkbox"/> Workstation	
<input type="checkbox"/> Tax forms (W-4/W-2/1-9)		<input type="checkbox"/> ID pass	
<input type="checkbox"/> Employee information form		<input type="checkbox"/> Payroll setup	
<input type="checkbox"/> Direct deposit form		<input type="checkbox"/> Enrolling new hire in HR record	
Welcome Packet:		<input type="checkbox"/> Uniform distrib	
<input type="checkbox"/> Employee handbook		IT Setup:	
<input type="checkbox"/> Organization chart		<input type="checkbox"/> Computer login & email	
<input type="checkbox"/> IT directory		<input type="checkbox"/> Phone number	
<input type="checkbox"/> Working materials		<input type="checkbox"/> Software access	



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INTRODUCTION	DATE
<input type="checkbox"/> Welcome email to new hire with key point of contact and a list of documents he/she should bring on the first day	
<input type="checkbox"/> Welcome and orientation email to introduce new hire to the team	

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