

NEW HIRE CHECKLIST

Employee Name: _____
Job Title: _____
Hire Date: _____ Employee Number: _____

PRE-EMPLOYMENT (Recommended)

- _____ Signed Employment Application
- _____ Background Check Completed
- _____ Reference Checks Completed
- _____ Offer Letter Sent, Signed, and Returned

PRE-EMPLOYMENT (Optional)

- _____ Prepare New Hire Paperwork (see first day of work)
- _____ Order Name Tag or ID
- _____ Prepare Desk or Workspace (if applicable)
(Include desk, computer, phone, voice mail, etc)
- _____ Prepare System Passwords and Log On and/or E-Mail Address
- _____ Issue Office or Building Key (if applicable)
- _____ Prepare Mailbox (if applicable)
- _____ Prepare Staff Notification
- _____ Prepare Press Release (if applicable)

FIRST DAY OF WORK (Required)

- _____ Ohio PERS Form A, Personal History Record
- _____ Form SSA, Statement Concerning Social Security
- _____ Form I-9, Employment Eligibility Verification
- _____ Form W-4, Federal Tax Withholding
- _____ Form IT-4, State of Ohio Department of Taxation
- _____ Acknowledgment of Receipt of Ohio Ethics Law
- _____ Ohio Department of Public Safety (Terrorist Form)
- _____ State of Ohio New Hire Reporting Form (Child Support)

FIRST DAY OF WORK (Recommended)

- _____ Direct Deposit Form
- _____ Payroll Status Form
- _____ Emergency Contact Form
- _____ Insurance Enrollment Forms (if applicable)
- _____ OPERS Welcome New Employees Brochure (download from OPERS website)

FIRST DAY OF WORK (Optional)

- _____ Take ID Badge Picture
- _____ Provide Tour of Building
- _____ Provide Personnel and Operations Manuals (if applicable)
- _____ Update Staff Lists, Databases and Organizational charts