

## **NEW HIRE CHECKLIST**

EMPLOYEE NAME \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_

### **MANDATORY DOCUMENTS TO FINALIZE HIRE**

- ☐ COMPLETED EMPLOYMENT APPLICATION/RESUME
- ☐ W-4 FORM – EMPLOYEE’S FEDERAL WITHHOLDING ALLOWANCE (match name to S. S. card)
- ☐ DE 4 FORM DE 4: STATE WITHHOLDING ALLOWANCE (optional)
- ☐ EMPLOYMENT ELIGIBILITY I-9 (**PHOTOCOPIES OF IDENTIFYING ITEMS NOT REQUIRED**)
- ☐ EMPLOYEE HANDBOOK ACKNOWLEDGMENT (if applicable)
- ☐ EMERGENCY INFORMATION FORM (recommended)

### **DOCUMENTS PROVIDED TO NEW EMPLOYEE**

- ☐ FORM DE 2515: DISABILITY INSURANCE PAMPHLET
- ☐ FORM 2320 PUBLICATION FOR YOUR BENEFIT
- ☐ WORKER’S COMPENSATION BROCHURE
- ☐ POLICY AGAINST HARRASSMENT BROCHURE
- ☐ RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING  
BROCHURE
- ☐ FORM DLSE-NTE

**BY SIGNING BELOW, I ACKNOWLEDGE RECEIPT OF ALL REQUIRED DOCUMENTS LISTED ABOVE**

EMPLOYEE’S SIGNATURE \_\_\_\_\_

MANAGER’S SIGNATURE \_\_\_\_\_