



APPENDIX C

New Hire Checklist Template

Download this New Hire Checklist Template on our website: www.arbusinessnavigator.com

New Hire Checklist

Name: _____

Date of Hire: _____ Phone: _____

Address: _____

- Personnel and Confidential File Created
- Completed Application
- Authorizations for Background Check & Drug Screen (if applicable)
- Emergency Contact Form
- I-9 Documentation (I-9 form and supporting documents)
- Federal Tax Withholding Form
- State Tax Withholding Form
- Employee Handbook Reviewed and Acknowledged with Signature
- All policies signed
- Assigned Office Keys
- Set-up Email & Computer access
- Assigned logins for all accounts (email, phone, internal systems, etc)
- Orientation completed & all Documents filed in Personnel Record
- Employee Information sent to Payroll, New Hire Reporting sent to applicable agency

Completed By: _____ Date: _____

NOTE: COMPLETED FORM TO BE FILED IN PERSONNEL FILE