

New Employee Orientation Checklist

COMPLETE
POST-OFFER PRE-START
<p>Send:</p> <ul style="list-style-type: none"> ● Offer letter and Employee Notice (<i>wage theft</i>) ● Consent/Authorization forms for applicable pre-employment checks (<i>e.g.; background check(s), drug test, HepB and TB screenings</i>) ● Any relevant Agreements (<i>e.g.; Non-Solicit, Non-Compete, Conflict of Interests</i>) ● Clarify the need to bring appropriate ID for I-9
<p>Ensure signed forms are returned</p> <ul style="list-style-type: none"> ● Offer letter ● Consent/Authorization forms for applicable check(s)/screen(s) ● Any relevant Agreements (<i>e.g.; Non-Solicit, Non-Compete</i>)
Schedule/Complete applicable pre-employment checks
Communicate new hire to applicable stakeholders
Secure necessary space, equipment, access, passwords, materials, etc.
Schedule any required training, meet and greets, etc.
<p>Day 1: Complete new hire forms</p> <ul style="list-style-type: none"> ● I-9 ● Federal W-4 (<i>and State W4 if required</i>) ● Direct Deposit form (<i>if applicable</i>) ● Benefit Enrollment Forms (<i>if applicable</i>) ● Obtain copies of any required Licenses/Certifications <p>Report new hires http://newhire-reporting.com/MN-Newhire/default.aspx</p>
<p>Secure supporting documents:</p> <ul style="list-style-type: none"> ● (I-9) Employment eligibility ID ● Applicable Licenses/Certification
File/Retain paperwork <i>See HR Recordkeeping Requirements</i>
Verify Employment Eligibility via everify – see http://www.uscis.gov/e-verify
Assign Peer Mentor
Provide introductions to stakeholders, facility, equipment, emergency procedures, policies / procedures, etc.
Provide training on job duties
Establish protocols for checking in and providing feedback/coaching