

New Hire Checklist

Part 2- Human Resources

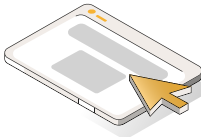
1



Background Check

Signed authorization for conducting a background check. This is necessary for verifying the candidate's criminal, credit, and employment history.

2



Signed Contract or Job Description

Signed employment contract detailing job responsibilities, expectations, and conditions of employment. This protects both the organization and the employee legally.

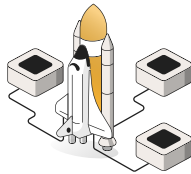
3



Employee Reviews and Signs Employee Handbook

Signed acknowledgment of receipt and understanding of the employee handbook. This confirms that the employee is aware of organizational policies and procedures.

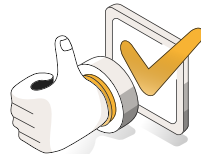
4



Benefit Enrollment Forms

Completed forms for enrolling in health insurance, retirement plans, and other benefit programs (such as dental or vision insurance).

5



Workers' Compensation Insurance

Contact your workers' compensation insurance provider to inform them of the new hire and provide the collected employee information.

6



State-Required Training

Fulfill any state-required onboarding and training, such as the sexual harassment training required in California.