NEW HIRE CHECKLIST

Job Requested By:		Department:	
Position Hired For:		Selection Date:	
Application ID:		Applicant Name:	
Contact No.:		Email:	

NEW HIRE PAPERWORK

Done	Task	Date Completed
Employee Verification Documents		
☐	Collect Background Check Authorization Form.	
☐	Verify previous employment (e.g., references and employment history).	
☐	Collect Social Security or National Insurance Number.	
☐	Proof of Immunization Records.	

Done	Task	Date Completed
Offer And Employment Documents		
☐	Receive offer acceptance documentation.	
☐	Collect the Payroll form.	
☐	Collect personal information forms. (emergency form, medical form).	

Done	Task	Date Completed
Legal And Compliance Documents		
☐	Receive proof of eligibility to work (e.g., I-9 Form for U.S. employees).	
☐	Receive a signed copy of the employment contract.	
☐	Confirm a non-disclosure or confidentiality agreement and employment terms.	
☐	Receive required tax forms (e.g., W-4 or other relevant forms).	

Done	Task	Date Completed
Benefits And Signup for Complimentary Benefits		
☐	Confirm provision of allowance (if applicable).	
☐	Collect forms for benefits (e.g., health insurance, pension, next of kin, etc.)	