

# HIRING CHECKLIST

Employee Name		Hire Date		
Check If Required	FORM DESCRIPTION	Date Given	Date Rec'd	Date Filed/Sent
	Job Description / Hiring Requirements			
	Application for Employment - Interview Checklist			
	Employment Letter/Hiring Confirmation			
✓	<b>Form W-4: Employee Withholding</b>			
✓	<b>Form I-9: INS Employment Eligibility Verification</b>			
✓	<b>Workers' Compensation Information</b>			
✓	<b>Form DE 2515: Disability Insurance Pamphlet</b>			
✓	<b>Form DE 2511: Paid Family Leave Pamphlet</b>			
	Initial Notice of COBRA Rights*			
✓	<b>Form DE-34 Report of New Employees</b>			
✓	<b>Sexual Harassment Information Sheet</b>			
✓	<b>Initial Safety Training/ Codes of Safe Practice</b>			
	Employee Orientation			
	On-Duty Meal Period Agreement			
	Drug Free Workplace Policy			
	Emergency Information			
	Employee Handbook Receipt			
	Credit & Background Check Notices			
	Health Insurance and Benefits Information			
	Property Return Agreement			
	Form DE-4: California Employee Withholding			
✓	"At-Will" Notice and Acknowledgment Receipt*			
	Alternative Dispute Resolution Agreement & Procedure*			
	Salary Agreement*			
	Exempt Salary Worksheet for Classification			
	Confidentiality Agreement			
	For Minors — Work Permit			
	<i>Other</i>			

Forms in **Bold** are required by law \* Essential at time of hiring for some employees.