



New Employee Onboarding Checklist

Applicant's Name: _____ **Position:** _____

New Hire Onboarding Walkthrough:

Required	Performed
<input checked="" type="checkbox"/> Identification Documents and E-Verify Eligibility Check	_____
<input type="checkbox"/> Criminal Background Check	_____
<input type="checkbox"/> Employment History Verification Check	_____
<input type="checkbox"/> Drug Testing	_____
<input type="checkbox"/> Safety Training & Orientation	_____
<input type="checkbox"/> Skilled Trade Training	_____
<input type="checkbox"/> Performance Verification Testing	_____
<input type="checkbox"/> Pre-Hire Certifications (OSHA 10, Forklift, CDL, etc)	_____
<input type="checkbox"/> Client's Job-Specific Requirements	_____

New Hire Onboarding:

- Handbook Receipt Acknowledgment
- Federal I-9 Eligibility Form
- Federal W-4 Tax Form
- State A-4 Tax Form
- Safety Training & Orientation
- Drug Test Consent
- Personal Protective Equipment (PPE) Issuance
- Emergency Contact Information

Payroll Input

- Employee information forwarded to Payroll Department

Database Input

- Employee entered into Employee database

Final Clearance:

- Employee has been onboarded and is cleared for work

Hiring Manager's Signature: _____ **Date:** _____