

# EMPLOYEE CHECKLIST

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

## COMPANY OVERVIEW:

- Organization Chart
- Tour of Company
- Review of Company Products/Services
- Introduction to Staff and Management
- Visit to Employee's Office/Work Station

## FORMS TO BE SIGNED:

- Application for Employment
- Reference Check Authorization
- Form I-9
- Receipt for Employee Handbook
- W-4 and State Payroll Forms
- Emergency Notification Form
- Record of Assigned Company Property
- Employee Acknowledgement Form

## JOB INFORMATION:

- Job Description
- Sample Performance Appraisal
- Hours of Work
- Time Sheets or Time Cards
- Growth/Training Opportunities
- Educational Assistance

## OTHER:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EMPLOYEE HANDBOOK

- Review of Key Policies and Procedures
- Answer Employee Questions

## SAFETY PROGRAM:

- Review Safety Manual or Program
- Issue Needed Safety Materials
- Labor Law Acknowledgement Form

## BENEFITS:

- Review of Company Benefits
- Pamphlets and Materials

I have reviewed the contents contained in this checklist with my manager/supervisor/human resources.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_