

New Hire Checklist Template

- **Employee benefits documents**
 - Life and health insurance
 - Mobile phone plan
 - Company car
 - Stock options
 - Retirement plan
 - Disability insurance
 - Paid time off/vacation policies (including paid holidays)
 - Sick leave
 - Employee wellness perks (like gym memberships)
- **Employment forms required by law**
 - W-4 form (or W-9 for contractors)
 - I-9 Employment Eligibility Verification form
 - State Tax Withholding form
 - Direct Deposit form
- **Employee contract**
 - Job information (job title, department)
 - Employee responsibilities
 - Work schedule
 - Employment length
 - Compensation and benefits
 - Termination conditions
- **IT department**

- Username and password
- Programs needed installed on computer or on employee app
- Photo ID
- Magnetic card if needed to enter building
- **HR department**
 - Employee handbook
 - Non-compete agreements
 - Non-disclosure agreements
 - Drug and/or alcohol test consent agreements
 - Job analysis forms (goals and performance evaluation criteria)
 - Employee equipment inventory lists
 - Confidentiality and security agreements
 - If there is parking for employees, set this up (code or card for entry, license plate and vehicle information, etc.)
- **Stationery**
 - Notebook, pens, stickers, etc.
- **Obtain employees' personal data for emergencies**
 - Emergency contacts
 - Brief medical history
 - Food allergies or preferences (vegan or gluten-free)