

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)