

INSERT LOGO

Pre-Hire Checklist

- Resume received, reviewed, and filed
- Phone or Zoom Interview
- Review the Job Description and Compensation Plan
- In-Person Group Interview
- Paid Working Interview
- Employment Application completed, reviewed, filed
- Applicant Reference Release
- Reference Check
- Background Check
- Social Media Review
- Offer Letter, Compensation Plan Acceptance
- Non-Compete Contract
- Copies of ID for Employment
- Start Date, 90-Day Contractor Contract

Post-Hire Checklist - Orientation Day

- HIPAA training PowerPoint viewed
- OSHA training/orientation done
- Employee packet filled out (tax forms/business associate agreement)
- Contract reviewed and signed
- Reporting sheet for contract labor
- Employee provided and signed for:
 - Employee Handbook
 - Absence request forms
 - Email, passwords, or other computer login credentials
 - Office key
 - 30-Day Review Date: _____
 - 60-Day Review Date: _____
 - 90-Day Review Date: _____

The 90 day probationary period starting on _____ and ending on _____.

Employee Name: _____

Employee Signature: _____

Manager Signature: _____

Date: _____