

# Hiring Checklist

Employee Name \_\_\_\_\_ Date of Hire     /    /    

<i>Need to Use?</i>	<i>Form Description</i>	<i>Date Given</i>	<i>Date Rec'd</i>	<i>Date Filed/Sent</i>
<input type="checkbox"/>	Employment Letter .....	___/___/___	N/A	N/A
<input type="checkbox"/>	Letter to Temporary Employees.....	___/___/___	N/A	___/___/___
<input type="checkbox"/>	<b>W-4 Form: Employee Withholding</b> .....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	<b>I-9 Form: Employment Eligibility Verification</b> .....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	<b>Workers' Compensation Information</b> ...	___/___/___	N/A	N/A
<input type="checkbox"/>	<b>Personal Physician or Personal Chiropractor Pre-designation Form</b> .....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	<b>Form DE 2515: Disability Insurance Pamphlet</b> .....	___/___/___	N/A	N/A
<input type="checkbox"/>	Initial Notice of COBRA Rights.....	___/___/___	N/A	N/A
<input type="checkbox"/>	HIPAA Questionnaire.....	N/A	N/A	___/___/___
<input type="checkbox"/>	<b>Report of New Employee(s):</b>			
	<b>Form DE-34</b> .....	N/A	N/A	___/___/___
<input type="checkbox"/>	<b>Sexual Harassment Information Sheet</b> .	___/___/___	N/A	N/A
<input type="checkbox"/>	Work Permit (if employee is a minor).....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Initial Safety Training.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Employee Orientation.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Emergency Information.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Employee Handbook Receipt.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Health Insurance and Benefits Information	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Property Return Agreement.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Form DE-4: California Employee Withholding.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Report of Independent Contractor Status (DE 542).....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Appropriate Exempt Analysis Worksheet.	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Credit and Background checking forms*..	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Employment Application.....	___/___/___	___/___/___	___/___/___
<input type="checkbox"/>	Employment Interview Checklist.....	___/___/___	___/___/___	___/___/___

\* Required if you do a credit or background check.

**Note: Forms in bold are legally required for all California employers.**