

HIRING CHECKLIST

Employee Name		Hire Date		
Check If Required	FORM DESCRIPTION	Date Given	Date Rec'd	Date Filed/Sent
	Job Description / Hiring Requirements			
	Application for Employment - Interview Checklist			
	Employment Letter/Hiring Confirmation			
✓	Form W-4: Employee Withholding			
✓	Form I-9: INS Employment Eligibility Verification			
✓	Workers' Compensation Information			
✓	Form DE 2515: Disability Insurance Pamphlet			
✓	Form DE 2511: Paid Family Leave Pamphlet			
✓	Affordable Care Act Notice			
	Initial Notice of COBRA Rights*			
✓	Form DE-34 Report of New Employees			
✓	Sexual Harassment Information Sheet			
✓	Initial Safety Training/ Codes of Safe Practice			
✓	Notice to Employees - Pay Details			
✓	Commission Agreement for Commission Paid Employees*			
	Employee Orientation			
	Drug Free Workplace Policy			
	Emergency Information			
	Employee Handbook Receipt			
	Credit & Background Check Notices			
	Health Insurance and Benefits Information			
	Property Return Agreement			
	Form DE-4: California Employee Withholding			
✓	“At-Will” Notice and Acknowledgment Receipt*			
	Alternative Dispute Resolution Agreement & Procedure*			
	Exempt Salary Worksheet for Classification			
	Confidentiality Agreement			
✓	For Minors — Work Permit			

Forms in **Bold** are required by law * Essential at time of hiring for some employees.

