HIRING CHECKLIST

Company Name			
Employee Name		**Hire Date**	

Forms Descriptions	**Date Completed**
Job Description / Hiring Requirements	
Application for Employment – Interview Checklist	
Employment Letter / Hiring Confirmation	
Credit & Background Check Notices	
Commission Agreement for Commission Paid Employees*	
Form W-4: Employee Withholdings	
Form DE4: California Employee Withholdings	
Form I-9: INS Employment Eligibility Verification	
Notice to Employees – Pay Details	
Form DE-34 Report of New Employees	
Initial Safety Training / Code of Safe Practices	
"At-Will" Notice and Agreement Receipt*	
Employee Handbook Receipt	
Alternative Dispute Resolution Agreement & Procedure*	
Drug Free Workplace Policy	
Emergency Information	
Initial Notice of COBRA Rights*	
Health Insurance and Benefits Information	
Property Return Agreement	
Exempt Salary Worksheet for Classification	
Confidentiality Agreement	
For Minors – Work Permit	
Handouts for Employee	**Date Given**
Form DE 2515: Disability Insurance Pamphlet	
Form DE 2511: Paid Family Leave Pamphlet	
Workers' Compensation – Time of Hire Pamphlet	
New Health Insurance Marketplace Coverage Options & Your Health Coverage (*Affordable Care Act Notice*)	
Sexual Harassment Information Sheet	
Domestic Violence Notice (25+ Employees)	
Forms in **Bold** are required by law *Essential at time of hiring for some employees	

Courtesy of Pacific Employers