

New Hire Orientation Checklist

- W-4 Form Completed and Signed
- I-9 Form Completed and Signed
- Copy of Drivers License or State ID and Social Security Card
- Information Update Sheet Filled Out
- Health Insurance Application Explained or Waiver Signed
- Dental Insurance Application Explained or Waiver Signed
- Life and Disability Insurance Application Explained or Waiver Signed
- Information for AFLAC Insurance Offered
- Employee Assistance Program (EAP)
- Simple IRA Plan Explained
- Employee Handbook Explained and Acknowledge Form Signed
- Pay Periods Explained
- Direct Payroll Deposit
- Holiday and Vacation Policy Explained
- Cell Phone Policy Explained
- Safety Training Scheduled
- Building Tour and Introduction to Key Departments
- Appropriate Parking Area Explained
- Time Clock Explained (if applicable)

Facilitators Signature _____

Date _____