



New Hire Paperwork Checklist

Employee Name: _____

Position: _____

Class: **Full Time** **Part Time** **PRN**

Center/Division: _____

Manager: _____

Hire Date: _____

Drug Screen Results Received: **Yes** **No**

Background Check Results Received: **Yes** **No**

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- Personnel Action Form (PAF)**
 - Signed Offer Letter**
 - Employment Application (w/resume if provided)**
 - Voluntary Self Identification Form**
 - Personal Information Form**
 - Emergency Contact Form**
 - Notification and Authorization to Conduct Background Investigation**
 - Drug Screen Consent**
 - Direct Deposit Authorization Form (w/voided check or deposit slip)**
 - Confidentiality Agreement**
 - Declaration of Non-Tobacco Use for Employment**
 - Computer System Usage Policy - Acknowledgement**
 - I-9 Employment Eligibility Verification (w/copies of supporting documents)**
 - W4 Tax Form**
 - Employment References**
 - Background Check Results**
 - Certifications/Licensure (if applicable)**

Date submitted to Human Resources: _____