

NEW EMPLOYEE CHECKLIST

Instructions: Complete this form for each new employee, before they begin their first day of work. Submit this form and the application for employment to the personnel manager. No new employee may actually start working until the two completed forms have been received by the personnel manager.

Name of Employee _____

Date Hired _____ Job Description _____ Department _____

Rate of Pay \$ _____ per _____ Interviewed and Hired by _____

THIS SECTION TO BE COMPLETED BY THE DEPARTMENT HEAD

Requirement	Completed or Explained	Date	Initials
Explained Payday Schedule	<input type="checkbox"/>	_____	_____
Explained Health Insurance Plan, Policies	<input type="checkbox"/>	_____	_____
Explained Sick Leave Policy	<input type="checkbox"/>	_____	_____
Explained Paid Vacation Policy	<input type="checkbox"/>	_____	_____
Explained Policy Regarding Punctuality	<input type="checkbox"/>	_____	_____
Explained Dress Code	<input type="checkbox"/>	_____	_____
Explained Employee Purchase Policy	<input type="checkbox"/>	_____	_____
Explained Payroll Advances Policy	<input type="checkbox"/>	_____	_____
Explained Periodic Performance Reviews	<input type="checkbox"/>	_____	_____
Explained Citizenship/Work Permit Requirements	<input type="checkbox"/>	_____	_____
New Employee Read and Signed Company Policy Manual	<input type="checkbox"/>	_____	_____
Employment Application/Resume Attached	<input type="checkbox"/>	_____	_____

THIS SECTION TO BE COMPLETED BY THE PERSONNEL MGR

Requirement	Completed or Explained	Date	Initials
Completed W-4 Number of Withholdings	<input type="checkbox"/>	_____	_____
Completed I-9 Work Eligibility Form	<input type="checkbox"/>	_____	_____
Asked if Questions on Any Policy	<input type="checkbox"/>	_____	_____
Administered Pre-Employment Test	<input type="checkbox"/>	_____	_____
Pre-Employment Physical Completed	<input type="checkbox"/>	_____	_____

Approved by Personnel Manager _____ Date _____

New Employee Packet Document Checklist Advanced Travel

Ying-Ying Zheng



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Klin,Donald J. Cohen,2007-09-10 The second edition of the benchmark reference Since its first edition this handbook has become the most influential reference work in the field of autism and related conditions Now expanded to two volumes this comprehensive work provides a thorough review of these disorders drawing on findings and clinical experience from a number of related disciplines The Second Edition covers all current treatment models and is updated to include new methods for screening and assessment genetic components and school based interventions All chapters have been thoroughly updated two thirds of chapters are entirely new to this edition VolumeTwo includes the newest most authoritative information available on assessment interventions and policy ramifications surrounding pervasive developmental disorders *The Architect's Handbook of Professional Practice* Joseph A. Demkin,The American Institute of Architects,2001 CD ROM contains Samples of all AIA contract documents *Conserve O Gram* ,1993-07 **The Architect's Handbook of Professional Practice** David S. Haviland,1994 **Official Records** ,2010 *Committee documents and user guides. 2 v* Louisiana. Constitutional Convention,1974 Directives Catalog Forms ,1989 *The Location Photographer's Handbook* Ken Haas,1990 Contents Preparing for the Assignment Negotiating Researching Choosing Equipment Packing On the Road Security and more Country Files Appendixes 27 line drawings 3 halftones **Forms Catalog** United States Postal Service,1988 *The Election Law Primer for Corporations* Jan W. Baran,2008 The Fifth Edition provides the current information and expert interpretation needed to keep pace with regulations governing corporate political contributions lobbying PACs and gifts This new edition brings authoritative insight rich explanations of major federal enactments since the Fourth Edition published in 2004 **International Marketing Handbook** ,1988 **Legalization Handbook** ,1988 **Catering Industry Employee** ,1954 **The Catering Industry Employee** ,1954 Merriam-Webster's Legal Secretaries Handbook Austin G. Anderson,1996 Fast reliable answers for law offices Covers legal documents correspondence Treats all aspects of office management Abundant practical examples **Directives and Forms Catalog** United States Postal Service,1997

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