



NEW EMPLOYEE CHECKLIST

Name: _____ **Hire Date:** _____

School Placement: _____ **District:** _____

Position: _____

DATE / INITIALS

_____ / _____ **Completed Application**

_____ / _____ **Completed Interview**

_____ / _____ **Completed New Employee Profile**

_____ / _____ **Completed I-9 Form**

_____ / _____ **Completed W-4 2009**

_____ / _____ **Completed (Optional) Direct Deposit Worksheet yes / no**

_____ / _____ **Received and Signed for Personnel Reference Guide**

_____ / _____ **Received and Signed for New Jersey State Policies**

_____ / _____ **Made Photocopy of Driver's License**

_____ / _____ **Completed Emergency Information**

_____ / _____ **Signed New Employee Contract**