



New Hire/Rehire Checklist

Department _____ Date: (MM/DD/YY) _____

Name _____

New Hire _____ Rehire _____

Pre-offer Checklist

- _____ 1. Employment Application
- _____ 2. Standard Interview form/notes
- _____ 3. Background check information to Administrative Coordinator (age 18 and up):
 - Legal Name
 - Email address
- _____ 4. 3A/4A Form* Employee Authorization/Acknowledgement
- _____ 5. Copy of unexpired proper documentation for I-9*

* Items 4 and 5 may be delivered after #1 - 3, but prior to the employee being sent the onboarding packet.

Offer of Employment

- 1. Employee is sent the onboarding packet to complete. This is currently through PayChex.
- 2. Upon receipt of all items listed above and an onboarding packet completed by the new hire, the packet is to be reviewed and signed by Superintendent.
- 3. Hiring supervisory must be advised that the employee is ready to work.

Post Offer/First week of employment

- _____ 1. Bloodborne Pathogens Training is to be completed and 7A form returned to Administrative Coordinator
- _____ 2. Consent to Communicate form to be completed and returned to Administrative Coordinator
- _____ 3. Hepatitis B Vaccination accept/decline form to be completed and returned to Administrative Coordinator; if employee accepts vaccination, give employee the Yamhill County Public Health form

As needed:

- Social Media Policy
- Staff ID Request