

Pre-Hire Checklist

- ☐ Resume received, reviewed, and filed
- ☐ Phone or Skype Interview
- ☐ Review Job Description and Compensation Plan
- ☐ In Person Group Interview
- ☐ Paid Working Interview
- ☐ Employment Application completed, reviewed, filed
- ☐ Applicant Reference Release
- ☐ Reference Check
- ☐ Background Check
- ☐ Social Media Review
- ☐ Offer Letter, Compensation Plan Acceptance
- ☐ Non-Compete Contract
- ☐ Copies of ID for Employment
- ☐ Start Date, 90 Day Contractor Contract

Post-Hire Checklist - Orientation Day

- ☐ HIPAA training Power Point viewed
- ☐ OSHA training/orientation done
- ☐ Employee packed filled out (tax forms/business associate agreement)
- ☐ Contract reviewed and signed
- ☐ Reporting sheet for contract labor
- ☐ Employee provided and signed for:
 - ☐ Employee Handbook
 - ☐ Absence request forms
 - ☐ Email, passwords or other computer log on credentials
 - ☐ Office key
 - ☐ 30 Day Review Date: _____
 - ☐ 60 Day Review Date: _____
 - ☐ 90 Day Review Date: _____

The 90 day probationary period starting on _____ and ending on _____.

Employee Name: _____

Employee Signature: _____ Date: _____

Manager Signature: _____