

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: _____