



Personnel Checklist

<u>Date</u>	<u>Item</u>
1. _____	Application
2. _____	I-9 Form
3. _____	W-4
4. _____	Payroll Status
5. _____	Insurance Forms (Vehicle insurance if using for agency business)
6. _____	Emergency Information Form
7. _____	Job Description (signed file copy - employee copy)
8. _____	Accessing Files/Release of Information
9. _____	Staff Experience at Assigned Worksite
10. _____	Conflict Resolution
11. _____	Employee Handbook (with appropriate attachments)
12. _____	Credentials (copy of diplomas, certifications, etc.)
13. _____	Background/Drug Screen Forms

Employee Signature

Date