

## **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