

# New Hire Checklist



Instructions: Upon completion of this checklist, place in the employee's personnel file and email to [accounting@thecottages.biz](mailto:accounting@thecottages.biz)

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Start Date: \_\_\_\_\_ Hourly Rate of Pay: \_\_\_\_\_

**Circle One:**                      **Part-Time**                      **Full-Time**                      **Pre-Employment**

- ☐ Must be 17 years of age for Direct Care Staff
- ☐ Background Check – Shadow Trackers (with Idaho Nurse Aide Registry option)
- ☐ Drug Test

## Post Job Offer

- ☐ I-9 Form Page 2 and Supporting Documents
- ☐ Dept. of Health & Welfare Background Check
  - ☐ Transfer (only if previous background check was done within past 3 years)
- ☐ Idaho State Police Background Check
- ☐ CPR/First Aid
- ☐ Assistance with Medication Certification (if applicable)
- ☐ CNA Certification (if applicable)
- ☐ Primary Caregiver Job Description
- ☐ Employee Handbook
  - ☐ Reviewed with Employee
  - ☐ Obtained Employee Signature
  - ☐ Supervisor Signature
- ☐ Copy Given
- ☐ Signed Copy in Personnel File
- ☐ Order Name Badge – Email Support Services Assistant
- ☐ **New Hire Paperwork to Accounting within 24 Hours**
  - ☐ I-9 Form Page 2 and Supporting Documents
  - ☐ Drug Test
  - ☐ IDHW Transfer or notarized application
  - ☐ ISP Application & fax
  - ☐ Employee Handbook signature page