



NEW HIRE CHECKLIST

Directions:

Step 1: Please submit this form and *all* required attachments as one file to the Executive Director via Slack.
Step 2: Once the form has been reviewed and the background check successfully completed, the HR Manager will reach out to the new hire to fill out new hire paperwork.

Section A (to be completed for ALL)	Volunteers/Agency (Section A, Section B #'s 1, 3 & 4)
New Hire Info: <input type="checkbox"/>	Volunteer: <input type="checkbox"/> Agency: <input type="checkbox"/>
Name: _____	Position: _____
Site: _____	FTE: _____
Unit: _____	Step: _____
Summer %: _____	Degree: _____
Is this new hire replacing an employee? If yes, who? _____	
Employee Replacing: Resigning Yes or No _____ If No, Relocating to: _____	
Desired/Tentative start date (to be finalized by HR) _____	
Section B - Required Attachments: confirm you have notified/provided the following to your new hire:	
1. Employee Application	<input type="checkbox"/>
2. Resume & Cover Letter	<input type="checkbox"/>
3. LABBB's CORI Request Form + copy of ID	<input type="checkbox"/>
4. LABBB's Fingerprinting Directions	<input type="checkbox"/>
5. GIC 60-Day Grace Period	<input type="checkbox"/>
6. Salary Approved by Bob	<input type="checkbox"/>

(Unit A new hires Only):	
1. 3 Letters of Recommendation	<input type="checkbox"/>
2. Transcripts (Undergraduate & Graduate, if applicable)	<input type="checkbox"/>
3. Copy of Certification/License	<input type="checkbox"/>

Section C (only completed for 1:1 new hires):	
1. Student's name & program	_____
2. Student's town for billing:	_____

 Pamela T. Girouard,
 Executive Director

Date

 Maria Walsh, HR Manager

Date

 Robert J. Alconada

Date

Approved Hire Date: _____