



RE-HIRE CHECKLIST

Directions:

- Step 1:** Please submit this form and *all* required attachments as one file to Patric via Slack.
Step 2: Once the form has been reviewed and the background check successfully completed, Maria Walsh, HR Coordinator, will reach out to the new hire to schedule their start date and time to fill out new hire paperwork.

Section A (to be completed for ALL re-hires):

New Hire Info:

Name (as reported to DESE): _____	Position: _____
Site: _____	FTE: _____
Unit: _____	Step: _____
Summer %: _____	Degree: _____

Is this new hire replacing an employee? If yes, who? _____

Desired/Tentative start date (to be finalized by HR) _____

Required Attachments:

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"/>

Required Notifications: Program Directors – confirm you've notified/provided the following to your new hire:

1. GIC 60-Day Grace Period	<input type="checkbox"/>
----------------------------	--------------------------

Section B (only completed for Unit A re-hires):

1. Certification/License (if new obtained)	<input type="checkbox"/>
--	--------------------------

Section C (only completed for 1:1 re-hires):

1. Student's name & program _____
2. Student's town for billing: _____

Note: A "re-hire" is defined as an individual who hasn't worked for LABBB in the last thirty (30) days. Time worked in the Recreation Program doesn't count towards this requirement so an individual MUST complete this checklist BEFORE starting any work during the day.

Patric Barbieri, Executive Director	Date	Maria Walsh, HR Coordinator	Date
-------------------------------------	------	-----------------------------	------

Approved Hire Date: _____