

SAMPLE
CHECKLIST FOR RECRUITING AND EMPLOYMENT FORMS

- _____ Job description
- _____ Copy of classified advertisement
- _____ Application & resume
- _____ Applicant EEO/AA information
- _____ Reference check
- _____ Education Reference verification
- _____ Offer letter
- _____ Post employment form
- _____ Form I-9
- _____ Employee Handbook/Personnel policy acknowledgment form
- _____ Confidentiality agreement (if applicable)
- _____ Personnel data sheet
- _____ New Employee Orientation checklist
- _____ Personnel action or status form(s)
- _____ Salary change forms
- _____ W-2