

Employee New Hire Checklist

Date: _____ **Position:** _____
Employee Name: _____ **Signature:** _____
Manager Name: _____ **Signature:** _____

Paperwork		
Item	Complete?	Comments
Resume		
Employment Application		
References		
Copy of Driver's License		
Copy of Driver's Abstract		
Position Description		
Offer Letter - signed		
Payroll Information		
Direct Deposit Form		
Benefit Forms		
State W-4		
Federal W-4		
Form I-9		
Health and Safety Policy - signed		

Equipment		
Item	Received?	Comments
Truck		
Truck Equipment		
Safety Equipment		
Uniform and Badges		
PDA and Charger		
Cell phone and Charger		
Printer and Charger		
Power Inverter		
Credit Card		
Purdue Book		
New Hire Training Notebook		
NPMA Field Guide		

Training		
Item	Received?	Comments
Health and Safety Training		
IPM Training		
Driver Safety Training		