

Department's Hiring Checklist

Name: _____

Position: _____

Department: _____

Start Date: _____

What Department Should Forward to HR

Department to Collect/Complete

- APPLICATION / RESUME
- AUTH TO RELEASE INFO FOR REFERENCE CK
- CERTIFICATION **(copies if applicable)**
- EMERGENCY CONTACT FORM
- INTERVIEW / CANDIDATE EVAL FORM
- JOB DESCRIPTION **(signature needed)**
- OFFER LETTER
- PAYROLL STATUS CHANGE FORM
- W4 (or Massachusetts M4)

REFERENCE CHECKS

1. ___ verbal ___ written
2. ___ verbal ___ written
3. ___ verbal ___ written

Youth Employment Paperwork or __ N/A

	Proof of age	Under 19
	2 Letters of Reference	Under 18
	Youth Employee Parental Form	16/17
	Verification of Adequate Health of Child	Under 18
	Youth Employee Certificate	Under 16

If new employee is NOT meeting with HR, then the following should be reviewed and employee signs where applicable:

- ___ Town HR - Website
- psh Hampshire Hills Flyer
- ___ Working Advantage Flyer
- ___ Waive Lunch/Eating Period Form

What HR Will Process (if Department does not)

<p>BACKGROUND CHECKS (requires license)</p> <p>___ CRC – Criminal Record Check</p> <p>___ DMV - Motor Vehicle Check</p> <p>___ Fingerprinting</p> <p>___ NSOPW (National Sex Offender)</p> <p>___ Other _____</p>	
<p>DIRECT DEPOSIT (attach check/dep slip)</p>	
<p>EEO/Self Identification Form</p>	
<p>I-9 (requires 2 forms of ID) NEED by 3rd day of employment</p>	

If new employee is NOT meeting with HR, then the following should be reviewed and employee signs where applicable: Signature needed

- ___ BEAS **(if applicable)** ___ 2nd Injury Fund
- ___ Hours of Work, Non-union ___ Receipt – At Will
- ___ Receipt – JLMC ___ Receipt Policies
- ___ Timeclock Policy ___ Harassment Policy
- ___ Receipt –Employee Handbook ___ **OIG (if applicable)**
- ___ Union Contract acknowledgement

The above has been reviewed with me and/or I know where to access the information. This checklist will be returned to HR and placed in my personnel file.

Employee Signature

Date