

Insurance Office of America People Services Department

New Hire Pre-Employment Checklist

*****All fields marked with an asterisk (*) and outlined in red are REQUIRED*****

*Company/EIN:

*Employee Name:

*Position/Title:

*Start Date:

*Physical Location/Disaster:

***Branch/ Cost Center:

***Department:

*Primary & Performance Reviewing Mgr:

*Secondary Manager:

Time Card Approver (if applicable):

*Secondary Performance Reviewer:

*Performance Review Profile:

*Employee Status:

*** Please contact payrolldepartment@ioausa.com should you need to allocate the employee's payroll to multiple branches/departments.

***INFORMATION TECHNOLOGY NEEDS: Please complete IT Maintenance Request Form
(Please allow 5 business days for processing)

*** OFFICE NEEDS: Please send office requests ex. painting, furniture to
MAINTENANCE@ioausa.com or IOAProperties@ioausa.com

Additional Comments/Instructions:

*Requester Signature:

*Today's Date:

Return to Talent Acquisition Team: Ela@ioausa.com or Miranda.jung@ioausa.com