

HIRING PACKET CHECKLIST

Name of New Hire: _____

Start Date: _____

Position Title: _____

Position #: _____

Hiring Manager: _____

Department: _____

Key Contact: _____

***Please remember to Move to HR Ops in PeopleAdmin before submitting documents**

NEW HIRE REQUIRED DOCUMENTS

- ☐ 1. Hiring Proposal
- ☐ 2. Signed Offer Letter
- ☐ 3. Personal Information Form
- ☐ 4. Initial Application
- ☐ 5. Final Application
- ☐ 6. Resume

ADDITIONAL DOCUMENTS

- ☐ 1. Direct Deposit Form
- ☐ 2. W-4 Form
- ☐ 3. M-4 Form (or appropriate state tax form)
- ☐ 4. I-9 Form

REHIRE REQUIRED DOCUMENTS

- ☐ 1. NUID _____
- ☐ 2. Hiring Proposal
- ☐ 3. Signed Offer Letter
- ☐ 4. Personal Information Form

TRANSFER REQUIRED DOCUMENTS

- ☐ 1. NUID _____
- ☐ 2. Hiring Proposal
- ☐ 3. Signed Transfer Letter

Submitted By: _____

Phone: _____

Date: _____

ADDITIONAL NOTES