

## HIRING PACKET CHECKLIST

Name of New Hire: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_  
Hiring Manager: \_\_\_\_\_ Department: \_\_\_\_\_  
Key Contact: \_\_\_\_\_

### 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