



NEW HIRE CHECKLIST

Name _____ Position/Title _____
Last Name MI First Name

Date of Birth _____ Date of Hire _____ Orientation date _____

Needed to Process Payroll Immediately

- ___ **W4 Form Completed**
 - ___ **I-9 with copies of 2 forms of ID (kept in separate binder in locked area)**
 - ___ **New Hire Form**
 - ___ **Certificate of Residency (Required only for Hampton, HGI & Fairfield)**
 - ___ **Direct Deposit Request Form (Optional)**

 - ___ Contingency Letter/Conditional Offer of Employment
 - ___ Daily Basics Invitation/Welcome Letter *
 - ___ Timesheet
 - ___ Chain of Custody Form
 - ___ Drug Screen Results
 - ___ Criminal Background Policy Statement
 - ___ Criminal Background EBI Notice & Acknowledgement
 - ___ Criminal Background Results
 - ___ Application (Completed & Signed)
 - ___ Name Badge Issued/ Uniform Policy Dress Code *
 - ___ Job Description given & signed (Full job description should be in file) *
 - ___ Employee Manual Receipt Signed
 - ___ Summary of Benefits Available
 - ___ Acknowledgement of Benefits Available
 - ___ 401K Enrollment Information
 - ___ Reference Checks (At least 2 per new hire)
 - ___ Lincoln Financial Beneficiary Form
- (* are specific to the brand.)

___ 90-day evaluation completed and in file.

Department Manager

Date Completed

General Manager

Date Completed