

NEW EMPLOYEE CHECKLIST

Employee Name: _____ Date: _____

The following information is required to be included with each personnel record:

	Employment Application
	Resume
	Verification of References/Background Check
	Criminal background check (for all staff hired after 7/1/04 and all clinical staff hired pre 7/1/04)
	Substance Testing Results (for all staff hired after 7/1/04)
	Notification of Hiring.
	Immigration and Naturalization Service form I-9, Employment Eligibility Verification
	Department of Treasury Form W-4
	State of Ohio Department of Taxation Form IT-4
	State of Ohio New Hire Form 7048 (Child Support)
	Diploma and College Transcripts if applicable.
	Copies of all Licenses and Credentialing if applicable.
	Job Title and Description listing duties, responsibilities, minimum qualifications, and academic requirements and positions to be supervised if applicable.
	Employee orientation notice.
	Supervision verification (clinicians only).
	Log-in and User Profile Set Up by MIS Department ___ Int. Email, ___ External Email ___ Lookup, ___ Active Directory, ___ Webpage
	Agency Equipment Issued Keys # ____, ____, ____, ___ Dictaphone # _____ Pager# _____ Other: _____
	Annual Employee Evaluation, signed by employee and supervisors.
	Records and Client Confidentiality Agreement Verification.
	Policies and Procedures Understanding Verification.
	Reference Checks for service providers.
	Abuse and Neglect policy and procedure Verification.
	Client Rights Verification.
	Client Grievance Procedure Verification.
	Emergency Contact Form