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| **NEW HIRE CHECKLIST TEMPLATE** | | | | | | |
|  | |  | | | |  |
| Employee Name: | |  | Job Description: | | |  |
| Date Hired: | |  | Hourly Rate: | | |  |
| Department: | |  | Interviewed By: | | |  |
|  | | |  | | |  |
| *The following sections should be completed by the Department Head* | | | | | | |
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| **Items:** | | | **Completed**  **or Explained?** | | | **Initials** |
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| *The following sections should be completed by the Personnel Manager* | | | | | | |
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| **Approved by:** | | |  | | |  |
| Manager: |  | |  | Date: | |  |
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