

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

Items:	Completed or Explained?	Initials
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

The following sections should be completed by the Personnel Manager

_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Approved by:
Manager: _____

Date: _____