

CALIFORNIA NEW HIRE CHECKLIST



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THE PRE-EMPLOYMENT CHECKLIST

- ☐ Employment Application
- ☐ Background Check Authorization
- ☐ Background Check Notifications



During the interview process, all candidates are required to fully complete the Employment Application.

While a resume is valuable as a roadmap of experience, the Employment Application is a signed, legal document.

The Employment Application provides valuable information to both the employer and candidate.

And finally, unlike a resume, falsification of an Employment Application is grounds for termination.

THE EMPLOYMENT DOCUMENT CHECKLIST

documents marked in blue are available at
<https://idomeneo.box.com/v/NewHireDocs>

- ☐ Offer Letter
- ☐ Wage Theft Notice
- ☐ Employment Application*
- ☐ Background Check Authorization*
- ☐ Background Check Notifications*
- ☐ W-4 Federal Tax Withholding Form
- ☐ CA Employers Withholding Allowance Certificate
- ☐ I-9 Authorization to Work in the U.S.
- ☐ Personal Profile
- ☐ Paydate Notice
- ☐ Holiday Schedule
- ☐ Paid Time Off Policy
- ☐ Employee Policy Manual
- ☐ CA Paid Family Leave Notice
- ☐ CA Dept. of Workers Compensation Notice
- ☐ CA State Disability Information Notice
- ☐ CA Sexual Harassment Notice
- ☐ CA Right of Victims of Domestic Violence Notice
- ☐ Medical Provider Network Notice (MPN)
- ☐ Injury and Illness Prevention Program
- ☐ Healthcare Marketplace Notice



**These documents should be part of interviewing process*

ONBOARDING – DAY ONE AND BEYOND

Notify

- ☐ Technology department
- ☐ Payroll department
- ☐ Human Resources
- ☐ Benefit insurance carriers
- ☐ Building security and parking

Schedule

- ☐ Meeting to complete New Hire Documents
- ☐ New Hire Orientation
- ☐ Office Tour
- ☐ Onboarding Training Sessions
- ☐ Goal Setting Sessions



ADDITIONAL RESOURCES



Watch our video on
California New Hire Package Documents
(<http://bit.ly/2XGMAMx>)



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*Management is about doing
things right.
Leadership is about doing the
right things*

Peter Drucker