

**PERSONNEL
NEW EMPLOYEE CHECKLIST
CAREERS NOW INTERN**

INITIALS = COMPLETE

- ____ 1. ORDER FOR NAME PLATE
- ____ 2. PICTURE TAKEN FOR EMPLOYEE PHOTO ALBUM

OBTAIN FROM EMPLOYEE OR HAVE EMPLOYEE SIGN:

- ____ 1. PERSONNEL APPLICATION
- ____ 2. RESUME' (OPTIONAL)
- ____ 3. TRANSCRIPT OR EDIVENCE OF DEGREE IF APPLICABLE
- ____ 4. WITHOLDING FORM/EIC
- ____ 5. LEAVE AND ATTENDANCE (WEEKLY)
- ____ 6. INTERVIEW FORM
- ____ 7. CAREERS NOW EVALUATIONS
- ____ 8. DRUG-FREE ACKNOWLEDGEMENT
- ____ 9. COMPUTER PROTECTION POLICY FORM
- ____ 10. ACCEPTANCE LETTER
- ____ 11. EMPLOYEE ELIGIBILITY FORM (1-9)
- ____ 12. STANDARDS OF PROFESSIONAL CONDUCT
- ____ 13. BUILDING ID
- ____ 14. DIRECT DEPOSIT
- ____ 15. INTERNET POLICY
- ____ 16. STUDENT UNIFORM POLICY AGREEMENT
- ____ 17. TREASURY GUDIEBOOK COPMPLIANCE AGREEMENT
- ____ 18. (CN) EMERGENCY CONTACT INFORMATION FORM
- ____ 19. POLICY STATEMENT ON WORKPLACE HARASSMENT

DIRECTOR OF PERSONNEL

DATE