



New Hire Orientation Checklist

Pre-Employment	Given	Received
Application		
Resume		
Reference Checks		
Background Check – CFS689		
Writing Sample (if applicable)		

Day of Employment	Given	Received
W-4 Form		
IL W-4 Form		
Employment Eligibility Verification Form I-9		
Paychex Sign Up Form		

Benefit Information	Given	Received
CASA Benefits Highlights		
Online Provider Instructions		
Description of HMO		
PPO Highlights		
PPO/HMO Comparison		
Prescription Drug Highlights		
Vision Care Benefit Change		
Medical Application		
Life Insurance Application		
Salary Reduction Authorization		

New Employee Information	Given	Received
Fact Sheet		
Employee Handbook		
Job Description & Job Description Receipt		

New Employee Housekeeping	Date Completed
Create network login	
On-line provider instructions	
Create email address	
Make business cards	
Make ID card	
Monthly parking (give parking letter)	
Voicemail set up	

	Timesheet/PTO overview	
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