

EPIC

Full-Time

New Hire Checklist

Employee: _____

Position: _____

Program Location & Supervisor: _____

Employee's Current email address: _____

Documentation

(Please check off items as they are included in the file or are completed.)

___ Job Posting/Description Included
___ Check here if county request w/o posting

___ Application showing 3 references
___ References Checked

___ Education Verification (HS diploma or equivalent OR Official Transcripts if needed)

___ Proof of Qualification (BO license for bus drivers/ HVAC Cert /~~IN~~ Teacher Cert / other licensure as needed for the position.)

Salary Classification _____

Number of workdays per FY _____

~~#~~ years of experience verified _____

Salary _____

___ Criminal Record/Fingerprint Results Returned/Cleared or Vetted via WVDE

___ Copy of Driver's License

___ Copy of SS Card or Passport or Birth Certificate

___ 1-9 Form Completed

___ IT 104 Completed

___ W-4 Form Completed

___ Direct Deposit Form w/ Voided Check

___ Number of Pays (20/24 if applicable)

___ Staff Emergency Form Completed

___ Non-Disclosure Agreement Completed

___ Acceptable Use Policy

___ Drug Free Workplace

___ EPIC Handbook Acknowledgement Form

___ Copy of Driving Record and/or Physical (circle if applicable)

___ Mandated Reporting Training Acknowledgement Form

___ Employee Badge Made

___ / ___ Added to New Hire Database/ Added to Personnel Action

Official Start Date _____