

Hiring Checklist

Employee Name _____ Start Date _____

Date Given: _____

1. _____ Employment Letter
2. _____ Letter to Temporary Employees
3. _____ W-4 Forms: Employee Withholding
4. _____ I-9
5. _____ Workers' Compensation Information
6. _____ Personal Chiropractor or Acupuncturist Designation Form
7. _____ Personal Physician Designation Form
8. _____ Form DE 2515: Disability Insurance Pamphlet
9. _____ Paid Family Leave Pamphlet
10. _____ General Notice of COBRA Continuation Coverage Rights
11. _____ HIPAA Questionnaire
12. _____ Form DE 34: New Employee(s) Report
13. _____ Sexual Harassment Information Sheet
14. _____ Work Permit (if employee is a minor)
15. _____ Initial Safety Training
16. _____ Employee Orientation
18. _____ Employee Handbook Receipt
19. _____ Health Insurance and Benefits Information
20. _____ Property Return Agreement
21. _____ Form DE 4: California Employee Withholding
22. _____ Form DE 542: Independent Contractors Report
23. _____ Credit and Background checking forms *
24. _____ Employment Application
25. _____ Employment Interview Checklist
26. _____ **Victims of Domestic Violence Leave Notice**

* Required if you do a credit or background check. **Forms in bold are legally required for all California employers.**