**NEW HIRE CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Covenant or Work Agreement** |  | Keys |
|  | **Resume** |  |  |
|  | **AppliTrack Application** |  | E-mail set up |
|  | Job Description (1 for employee, 1 for personnel file) |  | Phone set up |
|  |  |  |  |
|  | **Teaching Certificate** |  | **Emergency forms (2)** |
|  |  |  | **Automobile** |
|  | **W-4** |  |  |
|  | **Direct Deposit** |  | Workers’ Comp info |
|  |  |  | Family Handbook |
|  | **Background Check** |  |  |
|  | **I – 9** |  | Time Sheet |
|  |  |  | UltiPro |
|  | Employee Personnel Handbook (or link) |  |  |
|  | **Handbook Agreement form** |  | **SCHEDULE:** |
|  | Safe Environment Packet |  | New Teacher Orientation |
|  | **Safe Environment Agreement form** |  | Protecting God’s Children |
|  |  |  |  |
|  | **Electronic Mail/Internet Agreement form** |  |  |
|  |  |  |  |
|  | Social Media Principles, Policies |  | Checklist |
|  | **Social Media Agreement form** |  | Personnel Action form |

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire \_\_\_\_\_\_\_\_\_\_\_\_\_