

APPENDIX O SAMPLE HIRING CHECKLIST

Name:	Phone Number:
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Interview Process	
Initial Screening Date:	
Initial Interview Date:	
Second Interview Date (as Needed):	
Recommendation for Hire Received:	
School Location:	
Supervisor:	

Pre-Employment Process	
Documentation of Degree:	
Documentation of Coursework Taken (Transcripts):	
Documentation of Previous Employment:	
References Checked:	
Date Sex/Violent Offender Checks Completed:	
Date Two Forms of Government ID Received:	
Date Fingerprint Results Received:	
Date Felony Record Check Completed:	
Date Child Abuse Registry Check Completed:	
Date Drug Test Received:	
Date Physical Results Received:	
Date TB Results Received:	
Date Job Offer Made:	
Date Job Offer Letter Sent:	
Check for First Aid/CPR Certification; Schedule Training as Needed:	
Check for Food Handler Permit Certification; Schedule Training as Needed:	
Date Safe Sleep Training Completed:	
Date Other Required Trainings Completed (i.e., Bloodborne Pathogens, Child Care Licensing Regulations, etc.):	

Employment Process	
Start Date:	
Date Personnel Handbook Reviewed with Employee and Required Forms Completed (Confidentiality, Conflict of Interest, Active Supervision, Child Abuse, etc.):	
Date Application for Network and Email User Name and Password Completed:	
Date Access Provided to Management Information Systems:	
Date Benefit Information Provided Regarding Employee Benefits:	
Date HR Paperwork Completed:	
Date Information Provided to Payroll Division:	
Date New Employee Paperwork Submitted to State Labor Department:	
Date Personnel Update Information Submitted to Child Care Licensing (as Needed):	
Date E-Verify Paper Completed:	