




### New Hire Checklist

The information below is necessary for us to get a new employee set up for payroll and, on most sites, set up for security access and badging. All the forms the candidate needs are here on the Chayce site, under **Applications & Forms**.

|                          |                       |  |
|--------------------------|-----------------------|--|
| <input type="checkbox"/> | <b>BackTrack</b> form | background check. I can get <i>almost</i> every necessary detail off this form   |
| <input type="checkbox"/> | Drug Screening        |  |
|                          | Prineville            | Candidate needs to go to Mid Oregon Personnel, 187 NW 2nd St, across from Wells Fargo and O'Reilly Auto Parts  |
|                          | Utah, AZ, TX          | Candidate needs to fill out the <b>Concentra</b> form and take it to the location most convenient for them   |
|                          | Forest City           | Candidate needs to go to Drug Force Screening Inc in Shelby (941 Wyke Rd B,) or Rutherfordton (431 S. Main St.)  |
| <input type="checkbox"/> | Marital Status        | <i>Single or Married</i> and total number of allowances/exemptions they want to claim for taxes (this is for payroll)  |
| <input type="checkbox"/> | Direct Deposit        | need name of bank or credit union, routing number, account number  |
|                          | <b>Wage View</b>      | Employee can view their pay stub online 24/7/365   |
| <input type="checkbox"/> | Shirt Size            | S, M, L, XL, XXL   |
|                          |                       | <ul style="list-style-type: none"> <li>• New hires must be active for 30 days before new uniform shirts will be ordered.</li> <li>• Hires will still be required to conform to normal uniform and appearance policy per the Employee Handbook.</li> <li>• Employees who quit or are terminated must return their shirts <b>prior to receiving their last check.</b></li> </ul> |

 Facebook Sites: Your Site Coordinator will need the **candidates name, e-mail address, and phone number** for setting up badge and access

|                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <b>Employee Handbook</b> | New hires must sign the Acknowledgement page once they have read and understand the handbook. |
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