

Instructions: Document the date of completion of each item and sign below.

### ACCESSORY NEW HIRE CHECKLIST

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

Date

**1. Employment Application**

*Employment Applications* are checked for completeness and signed at the beginning of applicant's interview. It should now be placed in the personnel file. If another copy for signature and filing is needed, print it from **Hiring**. \_\_\_\_\_

**2. Background Report (if required)**

*Background Reports* are provided by the contracted Background Reporting Agency. \_\_\_\_\_

**3. Drug Test Results**

The contracted Drug Screening Service reports *Drug Test Results*. \_\_\_\_\_

**4. Employee Driver's License**

File photocopy in personnel file. \_\_\_\_\_

**5. Photocopy of Sales License (if applicable)**

File photocopy in personnel file. \_\_\_\_\_

**6. Employee Handbook Acknowledgment**

New hire should review the complete *Employee Handbook Policies. Employee Handbook Acknowledgment and Agreement* is printed upon review and acknowledgment. A copy should be placed in the personnel file. \_\_\_\_\_

**7. Group Medical Benefits Election Form (if applicable)**

The company's Medical Insurance Provider provides *Group Medical Benefits Election Forms*. Store completed form in personnel file. \_\_\_\_\_

**8. Compensation Plan (if applicable)**

File completed and signed Compensation Plan provided by company in personnel file. Note: this is required for all commissioned positions. \_\_\_\_\_

**9. Anti-Harassment Training**

New hire should complete either *Employee Anti-Harassment Training* or *Management Anti-Harassment Training* in **Training**. Certificate of completion is printed upon finishing the training and a copy should be placed in the personnel file. \_\_\_\_\_

**10. Sexual Harassment Prevention Training (managers only)**

New hire manager should complete all three sections of the *Sexual Harassment Prevention Training* in **Training**. Certificate of completion is printed upon finishing the training and a copy should be placed in the personnel file. \_\_\_\_\_

**11. Customer Information Security Training**

New hire should complete either *Customer Information Security Training* or *Manager Customer Information Security Training* in **Training**. Certificate of completion is printed upon finishing the training and a copy should be placed in the personnel file. \_\_\_\_\_

I affirm that the above documents are complete and that the dates are accurate.

\_\_\_\_\_  
Authorized Manager's Signature