NEW HIRE CHECKLIST TEMPLATE

Employee Name:	Job Description:	
Date Hired:	Hourly Rate:	
Department:	Interviewed By:	
The following sections should be completed by the Department Head		
Items:	Completed or Explained?	Initials
The following eastions about he completed by the Dereanne	-	
The following sections should be completed by the Personnel Manager		
Approved by:		
Manager:	Date:	
		powered by
		General Blue