

Employee Name: _____ Date of Hire: _____
Last Date of Employment: _____

NEW HIRE CHECKLIST

- Employment Application
- Reference Request Form
 - References checked
- Employment Agreement
- Background Check Completed
- Federal I-9 form
 - 2 Forms of identification furnished
- W-4 form
- Medical History (after employment has been offered)
- Hepatitis B form (see HR or OSHA manual for HBV forms)
 - To furnish proof of vaccination
 - To take vaccination
- Copy of Job Description Furnished
 - Job Description Acknowledgement Form
- CPR Certification
- State Certification/Licenses, *as applicable in your State or Province*
 - Dental or Dental Hygiene license
 - Expanded Functions/Duties Certificate
 - Radiology License
 - Certification of completion of a Board approved course that includes radiology and expanded duties
- OSHA, Safe Handling of Sharps and Biomedical Waste Training
- HIPAA Training; HIPAA new hire forms complete
- Compliance and Ethics/Fraud, Waste and Abuse Training, if required
- State of Florida New Hire Report (Florida only)

List additional requirements here:

- _____
- _____
- _____

This checklist is provided as a resource only. It is not intended to provide or be a substitute for legal advice as pertaining to employment law in your state or province.