



## New Hire Checklist

### Pre-Hire Checklist

1. Turn in application to main office
2. Turn in Voluntary Supplement to Employment Application
3. Await verbal approval of Drug Test, Post-Offer Physical, and Background Check from HR or Safety

### Post-Hire Checklist

4. Completed New Hire Packet
5. Completed I-9 form with copy of 2 forms of ID
6. Copy of Employee Acknowledgement Form from Employee Handbook
7. Direct Deposit Information
8. Change of Status with pay rate, title, division, etc.
9. Second Injury Fund for SC

### Provide To New Hire

10. New Hire Safety Orientation
11. Employee Handbook
12. Safety Vest and any job specific Personal Protective Equipment
13. 3E MSDS Wallet Card

### For New Supervisors Also Provide

14. Claims Form Notebook
15. Weekly Safety Meeting Notebook