**New Employee Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (timecard approval):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Conduct reference and background check on candidate. (retain this information

 in a separate file along with interview information/questions).

\_\_\_\_\_Notify any interviewed but not considered applicants with decline letter or email

 (completed after new employee has been cleared with background check and

 physical).

\_\_\_\_\_Contact the candidate to extend contingent job offer.

\_\_\_\_\_Verify manager was copied on acceptance email from candidate.

\_\_\_\_\_Send potential new employee background check and physical form.

\_\_\_\_\_Notify potential new employee of receipt of both forms after check has been completed. If negative results are returned on one or both, then notify candidate of results and inform them that we will no longer be considering them for employment.

If positive results are returned on both forms, then advise candidate of the their start date and provide other forms required on the first date of employment (I-9, W-4 State and Federal, Dress Code Policy, Direct Deposit form)

\_\_\_\_\_Notify candidate that their photo will be taken on the first day of employment.

\_\_\_\_\_Generate Acceptance Letter that reflects the final verbal agreement

 between NPL and the candidate (Letter will include job title, salary, start date,

 leave-time and benefits if applicable. Candidates must sign letter on start date

 and a copy kept in personal file.)

\_\_\_\_\_Complete Personal Action Form (PAF). Sign and have director sign. A copy of signed form will be placed in employee file and original sent to City of Novi HR Department with copy of application attached.

\_\_\_\_\_Notify all applicants not interviewed with decline letter/email.

\_\_\_\_\_Advise IT Department of new employee and request email, distribution list,

 card/fob for entry… be created.

\_\_\_\_\_Meet with new employee and complete all forms (I-9, W-4’s, Direct Deposit-

 signed and dated on first date of employment).

\_\_\_\_\_Take photo

\_\_\_\_Send photo to City of Novi Community Relations Department

 \_\_\_\_Display in Staff Break Room

 \_\_\_\_Send to all staff through email informing of name and department

\_\_\_\_\_Review Employee Handbook and provide 5 pages to be signed and returned.

\_\_\_\_\_Provide Emergency Contact form.

\_\_\_\_\_Provide Bio sheet.

\_\_\_\_\_Review Library Closing Dates (inform of possible dates they may be off/change

 schedule to accommodate closures).

\_\_\_\_\_Provide Calling In for Staff form with phone number/contact.

\_\_\_\_\_Provide payroll ending date list.

\_\_\_\_\_Provide new employee with entry fob/card.

\_\_\_\_\_Provide employee with parking pass.

\_\_\_\_\_Review email address, eWeb information, etc. provided by IT Department.

\_\_\_\_\_Provide lock/key if in Shelver position.

\_\_\_\_\_If Facilities Department, get uniform shirt size\_\_\_\_\_; Long\_\_\_\_\_Short Sleeve \_\_\_\_\_\_

\_\_\_\_\_Logo wear order – up to $30 in value.

\_\_\_\_\_Review benefits, if applicable.

\_\_\_\_\_Review Employee Assistance program (Lincoln Financial) – provide brochure.

\_\_\_\_\_Review the process of the Electronic Timecard Submission.

\_\_\_\_\_First paycheck may be paper check. Mail\_\_\_\_\_or Pick up \_\_\_\_(at Treasurers Office)

 \_\_\_\_If mail, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_Advise City Payroll Department.

\_\_\_\_\_Send all forms to HR Department at the City after completing (NPL, Address, EIN)

 information in designated areas.

 \_\_\_\_Make copies of W-4’s for employee’s file.

 \_\_\_\_Complete Employer section of I-9 and attach copies of support documents.

\_\_\_\_\_Inform Payroll Department who is authorized to approve timecard.

\_\_\_\_\_Signature pages returned and placed in employee file (Director signs Agreements

 Regarding Statue of Limitations and Arbitration form).

\_\_\_\_\_Bio sheet returned (provide to Director/Manager if attending Recognition breakfast).

\_\_\_\_\_Order name badge. \_\_\_\_\_Order business cards, if required.

\_\_\_\_\_Complete City of Novi Customer Service Survey and provide certificate upon

 completion for employee file. Location: eWeb; Managers Office/Customer

 Service/Mandatory Customer Service Training Quiz.

\_\_\_\_\_Meet with employee to set-up Electronic Timecard with AccessMyGov (once

 payroll has sent email advising this can be completed).

\_\_\_\_\_Update Staff Directory and inform Management Team of update.

\_\_\_\_\_Update Staff License Plate List and send to facilities.

\_\_\_\_\_Update Parking Lot List (Novi Community Schools).

\_\_\_\_\_Advise HR Department of Driver’s License Number for verification of driving record

 for driving NPL/City vehicle, if applicable.

\_\_\_\_\_Request from City of Novi IT Department badge for access to DPS for gas pumps, if

 applicable.

\_\_\_\_\_Schedule a tour of NPL with Director.

\_\_\_\_\_Schedule a meet with the Facilities Department for review of Help Ticket

 submission.

\_\_\_\_\_Include job description and posting in employee file.

\_\_\_\_\_Include application, cover letter and resume in employee file.

\_\_\_\_\_Include copy of signed Acceptance Letter.

\_\_\_\_\_Complete Employee Benefit form for inclusion in Employee Payroll Records, if

 applicable.

\_\_\_\_\_Provide Employee Benefit form to City of Novi HR Department

 (to be included in the Employee Benefit Folder on the Share drive, if applicable).

\_\_\_\_\_Add name to Administration folder –start date, title, department,

 salary, hours per week, notes.

\_\_\_\_\_If full time employee, review health/life/retirement benefits.

\_\_\_\_\_Send destruction notification of dates (2 years/3years out), with title and date of

 applications to be destroyed.

Follow-up with new hire after one week to see if they have any questions and to gather any forms not submitted.