New Hire Checklist

Name: _____________________________ Date: ____________

☐ Offer letter
☐ New hire packet
☐ I-9 and E-Verify completed
☐ Entered into HR system ID# __________________
☐ New employee orientation – schedule & provide information
☐ Discrimination and Harassment Prevention and Response Training –
   (This training is mandatory for all categories of employees; however, permanent SPA
   and EPA employees will receive training during new employee orientation)
   http://www.ncsu.edu/equal_op/harassment.html
☐ Regulatory safety information - (As this is regulatory compliance information
   please place a check in the box when required training and documentation for each item
   has been completed)
   http://www.ncsu.edu/ehs.neo/
   ___ Manager’s Departmental Checklist for Employee Safety Training
   ___ Hazard Communication Program/Training
   ___ Hazardous Material Transportation General Security Awareness
☐ Form – Employee Working Outside of NC, if applicable
☐ Request for computer/email access
☐ Form – Asset Retrieval Form
☐ Request All Campus/Security Badge
☐ Parking pass
☐ Key request
☐ Blank timesheet, if applicable
☐ Enter into web leave system
☐ Provide departmental orientation

Departmental Specific

☐ _____________________________
☐ _____________________________
☐ _____________________________
☐ _____________________________
☐ _____________________________
☐ _____________________________

http://www.ncsu.edu/equal_op/harassment.html