

Hiring Checklist

Employee Name		Date of Hire	Company Name		
Need to Use?	Form Description	Date Given	Date Rec'd	Date Filed/Sent	
<input type="checkbox"/>	Employment Application	_____	_____	_____	
<input type="checkbox"/>	Credit and Background Checking Forms	_____	_____	_____	
	<i>(Required if you do a credit or background check. Credit checks are severely limited in California. Criminal background checks are very limited, can only be done after a conditional job offer and require a specific process and notices. See Credit Check Checklist and Criminal Background Screening Checklist)</i>				
<input type="checkbox"/>	Employment Interview Checklist	_____	_____	_____	
<input type="checkbox"/>	Employment Offer Letter	_____	_____	_____	
<input type="checkbox"/>	Written Commission Agreement	_____	_____	_____	
	<i>(Required if commissioned employee)</i>				
<input type="checkbox"/>	Letter to Temporary Employees	_____	_____	_____	
<input type="checkbox"/>	W-4 Form: Employee Withholding	_____	_____	_____	
<input type="checkbox"/>	DE-4: California Employee Withholding Certificate	_____	_____	_____	
	<i>New hires are required to submit both the federal Form W-4 and the state Form DE-4.</i>				
<input type="checkbox"/>	I-9 Form: Employment Eligibility Verification	_____	_____	_____	
<input type="checkbox"/>	Workers' Compensation Pamphlet, with:	_____	_____	_____	
	Personal Chiropractor or Acupuncturist Designation Form , and				
	Personal Physician Designation Form				
	<i>(Brochure must be provided in Spanish if employee's primary language is Spanish)</i>				
<input type="checkbox"/>	Disability Insurance Pamphlet (Form DE 2515).....	_____	_____	_____	
<input type="checkbox"/>	Paid Family Leave Pamphlet (Form DE 2511).....	_____	_____	_____	
<input type="checkbox"/>	Sexual Harassment Pamphlet	_____	_____	_____	
<input type="checkbox"/>	Rights of Victims of Domestic Violence, Sexual Assault and Stalking Pamphlet	_____	_____	_____	
<input type="checkbox"/>	General Notice of COBRA Continuation Coverage Rights	_____	_____	_____	
	<i>(Required for employers with 20 or more employees if offering a health plan. Separate forms for employees inside/outside California)</i>				
<input type="checkbox"/>	New Employee(s) Report: Form DE-34	_____	_____	_____	
<input type="checkbox"/>	New Health Insurance Marketplace Coverage Options and Your Health Coverage	_____	_____	_____	
	<i>(Required if employer is covered by the FLSA/ separate forms for employers who do/do not offer a health plan)</i>				
<input type="checkbox"/>	Wage and Employment Notice to Employees	_____	_____	_____	

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<input type="checkbox"/>	Harassment, Discrimination and Retaliation Prevention Policy , with	_____	_____	_____
<input type="checkbox"/>	Confirmation of Receipt	_____	_____	_____
<input type="checkbox"/>	Mandatory Harassment Prevention Training <i>Must be completed within six months of hire. Seasonal or temporary employees hired to work less than six months must be trained within 30 calendar days after hire or within 100 hours worked, whichever is earlier.</i>	_____	_____	_____
<input type="checkbox"/>	Lactation Accommodation Policy	_____	_____	_____
<input type="checkbox"/>	Permit to Work - Form B1-4 <i>(Required if employee is a minor)</i>	_____	_____	_____
<input type="checkbox"/>	Initial Safety Training	_____	_____	_____
<input type="checkbox"/>	Emergency Information	_____	_____	_____
<input type="checkbox"/>	Employee Handbook and Confirmation of Receipt	_____	_____	_____
<input type="checkbox"/>	Code of Conduct/Ethics Policy (if separate from Handbook).....	_____	_____	_____
<input type="checkbox"/>	Health Insurance and Benefits Information	_____	_____	_____
<input type="checkbox"/>	Property Return Agreement	_____	_____	_____
<input type="checkbox"/>	Absence Request Forms	_____	_____	_____
<input type="checkbox"/>	List of Holidays for Current Year	_____	_____	_____

Note: Forms in bold are legally required for all California employers.