NEW HIRE PAPERWORK CHECKLIST

_____ Personal Information & Emergency Contact Form

_____ Federal Form W-4

_____ State Form W-4 (page 3 New Hire Reporting needs to be sent to Centralized Employee Registry, information of where and how to send on page 3)

_____ Federal Form I-9

_____ Direct Deposit Form/Consent to Mail Checks

_____ COVID-19 Vaccine Informed Consent Form

_____ Hepatitis B Vaccine Form (Employee will keep New Hire Facility Packet)

_____ Measles Immunity Screening Form

_____ Nursing Facility Abuse Prevention, Identification, Investigation, and Reporting Policy

_____ Assisted Living Dependent Adult Abuse provided by ICAL

_____ CPR Policy – Nursing Facility

_____ CPR Policy – Assisted Living Facility

_____ Missing Resident Policy

_____ Wander Guards

_____ Door Alarms

_____ Severe Weather/Tornado Policy

_____ Fire Policy

_____ OSHA Respirator Questionnaire

_____ Conditional Employee and Food Employee Interview (Form 1-A) (All Assisted Living Employees)

_____ Conditional Employee or Food Employee Reporting Agreement (Form 1-B) (All Assisted Living Employees)

_____ New Employee Safety Orientation Form

_____ Review the Job Description

_____ Sign Safety Data Sheets (SDS) in binder

_____ Sign Handbook (Day 1)

09.09.2026