



New Hire Checklist

Expected start date: _____

Employee Name (Please print) _____

	<u>Date given</u>	<u>Date returned</u>	<u>Signed</u> (initial)
Orientation	_____	_____	
Employee Information Sheet	_____	_____	
Employment Application & Waiver Form	_____	_____	_____
CMG Employee Handbook Acknowledgment	_____	_____	_____
CMG Confidentiality Agreement	_____	_____	_____
Background Release Form	_____	_____	_____
Direct Deposit Form	_____	_____	
W-4 Form	_____	_____	
I-9 Form	_____	_____	
Safety Acknowledgment Form	_____	_____	_____
Medical Benefits Information	_____	_____	
E-Verify			_____

On-site Manager: _____
Please print

Date: _____