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| CPMC Logo Color | **New Hire Checklist** |  **Phone: (406) 283-7168** **Fax: (406)-293-4997** **Human Resources** |

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| Employee Name:  | Expected Orientation/Start Date |  |

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| --- | --- | --- | --- |
| ✓ | Start/Sent Date | Item | Completed Date |
|  |  | 1. | Receive PDF (HR-###-FF), PRF (HR-###-FF) and Access form (IS-301-FA/FB) from Manager |  |
|  |  |  | a | Fill in HR portion of PDF |  |
|  |  |  | b | Generate and send offer letter with background consent form  |  |
|  |  |  | c | Tickler for F/U at deadline |  |
|  |  | 2 | Receive signed offer letter & BC Consent |  |
|  |  |  | a | Notify manager and coordinate start date |  |
|  |  |  | b | Initiate background check |  |
|  |  |  | c | Notify Clin Aps, IT via access form |  |
|  |  |  | d | Receive notification of completion of setup |  |

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| --- | --- | --- | --- |
| ✓ | Start/Sent Date | Item | Completed Date |
|  |  | 1 | Background check complete and verified |  |
|  |  |  | a | Send thank you with notice of items needed (ID, Immunizations, ??) |  |
|  |  |  | b | Schedule meeting with candidate (For UA, HR paperwork) |  |
|  |  | 2 | Meet with candidate |  |
|  |  |  |  | Complete W4, badge picture, other paperwork, UA |  |
|  |  |  |  | Give Immunization records to Employee Health, if any |  |

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| ✓ | Start/Sent Date | Item | Completed Date |
|  |  | 1 | UA results received |  |
|  |  |  | a | Schedule orientation with candidate |  |
|  |  |  | b | Notify Education of login and orientation date |  |
|  |  |  | c | Notify manager of orientation date |  |
|  |  |  | d | Notify Clin Aps and IT of orientation date |  |
|  |  | 2 | Print Badge |  |
|  |  |  | a | Notify Plant Ops via access request |  |
|  |  | 3 | Add 6 month eval reminder to Manager’s calendar |  |