

NEW HIRE CHECK LIST

Name of Employee: _____

	Description	Completed	Sent to Diocesan Education Office
1.	Personnel Status Report form	<input type="checkbox"/>	<input type="checkbox"/>
2.	Employee attended a Diocesan New Employee Orientation Training	<input type="checkbox"/>	<input type="checkbox"/>
3.	Employee completed Hepatitis B Immunization consent/Waiver Form	<input type="checkbox"/>	<input type="checkbox"/>
4.	Received copy of First Aid/CPR Certification (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Employee completed First Aid/CPR Certification if training (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Mailed New Hire Reporting form to the Division of Child Support	<input type="checkbox"/>	<input type="checkbox"/>
7.	Employee completed of I-9 Form (Employment Eligibility Verification)	<input type="checkbox"/>	<input type="checkbox"/>
8.	Mailed a copy of the Letter of Hire (for non-contracted employees or long term substitute teacher) to the Diocesan Education Office	<input type="checkbox"/>	<input type="checkbox"/>
9.	Employee completed Fingerprint Process (see Fingerprint Procedure for New Employees- must be completed within 2 weeks of hire)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Sent Diocesan Education Office a check to process fingerprints for new employee (payable to OSPI - 46.25)	<input type="checkbox"/>	<input type="checkbox"/>

Please contact the Diocesan Education Office if you questions (509) 358-7330.