**NEW HIRE CHECKIST**

**Employee Name**: **Date:**

Welcome to Charleston Research Institute! Listed below and in the attached documents you will find information related to your employment with CRI. Please review it carefully and be sure to ask the CRI office or your supervisor if you have any questions or concerns.

**Pre-hire forms**

* Offer Letter
* WOC Appointment Request
* Declaration for Federal Employment
* CRI/TriNet Employment Application with resume completed and signed
* Terms of Employment Notice from PI
* Job Posting on CRI website
* Reference check verified and signed by authorized CRI personnel or PI

**At-time of hire orientation packet**

* CRI Brochure
* New Hire Checklist
* TriNet New Employee Personal Information
* Copy of Job Posting with title, duties, etc…signed by employee
* Terms of Employment Notice with SC Dept. of LLR memo
* I-9 Employment Eligibility Verification
* CRI Time Sheet
* CRI Time Sheet Instructions
* HR Passport Welcome Letter & Login Information
* TriNet Notice of 401k Plan
* Paid Time Off Policy
* Payroll Schedule
* Benefits Overview
* Benefits Cost Summary
* Tour of Duty/Overtime/Holidays Memo
* CRI Conflict of Interest for Board Members & Employees Policy
* Required Training/WOL/TMS Instructions
* Desktop Guide to VA Research Terms and Acronyms
* CRI Employee directory
* CRI Crisis Communication Plan SOP
* CRI Hurricane Preparedness SOP

On behalf of CRI I have discussed these items with, provided materials to, and received all required documents from the new CRI employee.

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Executive Director or authorized employer signature Date

I certify that I have received the documents, forms, and information listed above.

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New employee signature Date