

Hiring Package Checklist

Applicant _____

Interviewer _____

Date _____

(Applicant, please initial to indicate your receipt of each document).

- ____ Employee Application
- ____ Employee Profile
- ____ Hiring Agreement
- ____ Ethics Statement
- ____ Policies
- ____ Sexual Harassment Policy
- ____ Employee Problem Resolution and Arbitration Agreement
- ____ Employee Leave
- ____ Inventory Form
- ____ Authorization To Release Information