

**Send completed original packet to the Human  
Resources Department**

**MANAGER CHECKLIST**

- Explanation of Employee Job Description
- OSHA & Safety practices overview
- Review Employee Work Schedule, Salary, Timekeeping & Pay Periods
- Benefits Guide and Enrollment instructions will be emailed to employee within 60 days of DOH
- Security Codes/Cards and Keys
- Introduction of Employee to Staff, Tour of Location and Work Area
- On the Job training (aka working interview)

**My signature below indicates that the above items have been discussed with me.**

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\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date