

PRE-EMPLOYMENT CHECKLIST FOR NEW EMPLOYEES

The following forms must be completed and returned to Human Resources **immediately**.

- Background Check Disclosure and Authorization Form
 - Employment Eligibility Verification (Form I-9)
 - Request for Transcript
 - It is the applicant's responsibility to have official transcripts sent to the Office of Human Resources at Northeast State. Your personnel file is not complete until all transcripts have been received. **Transcripts must be received before your first work date.**
 - A completed request form should be mailed to each college or institution attended.
- Please note: some schools charge a processing fee for transcripts. It is the applicant's responsibility to ensure that this fee is paid.

The following forms and/or documentation must be completed and returned to Human Resources (or supervisor or appropriate approving department) **on or before the first date of employment**.

- I-9 Verification Documentation (i.e. Driver's License and Social Security Card)
- Form W-4 & Direct Deposit (Online Instructions)
- Application Data Sheets (3) (Including Voluntary Self-Identification of Disability and Voluntary Self-Identification of Protected Veteran Status)
- Vehicle Registration Form – Needed for Parking Permit (Hangtag)
- Campus Access Fee Form
- Request for Use of Technology (Computer Account Request Form)
- Basic Life Beneficiary Designation Form
- Designation of Beneficiary for Leave and Wages
- Banner Finance Access Request Form (if applicable)
- Retirement Election Form (if exempt employee)

Additionally, the following items should be given to the applicant at time of the employment offer:

- Auto Accident Reporting Instructions and Damage Notification Card
- Traffic and Parking Regulations and Annual Security Report
- Employee Safety Handbook
- Counseling Services Quick Guide for Counseling, Crisis & Support Services
- SAFE Northeast Campus Safety & Emergency Resources
- Sexual Violence Prevention & Resources
- It's On Us Handout
- Preventing and Reporting Fraud, Waste or Abuse
- State of Tennessee Workers' Compensation Program Workplace Injury Call Center Card

I have received the items listed above:

Name of Applicant:	
Signature:	

Return signed form to Human Resources on or before the first date of employment with all required documentation.