# NEW HIRE CHECKLIST

# **NEW HIRE CHECKLIST**

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DEPARTMENT:		
JOB TITLE:	HIRE DATE:	

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	Application for Employment			Safety Training Signup	
	Signed Offer Letter			Workstation	
	Background Documents			Computer Login	
	Personal Data Form			Phone & Voicemail	
	I-9 Form			Activate Key Card	
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**Karin Nielsen-Saines** 

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