

## **NEW HIRE CHECKLIST**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Location: \_\_\_\_\_

Start Date: \_\_\_\_\_

**Please check all the new hire will need:**

Business Cards

P-Card Credit Limit: \_\_\_\_\_

Fuel Card

T&E Credit Card Credit Limit: \_\_\_\_\_

Will Drive a Company Vehicle

Company Shirts / Uniform

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

### **HR Use Only**

ADP Entry Date: \_\_\_\_\_

Handbook Acknowledgement: \_\_\_\_\_

Travel & Expense Acknowledgement: \_\_\_\_\_

New Hire Packet Delivered: \_\_\_\_\_