

**City of Cottonwood  
New Hire In-Processing Checklist**

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

Employee Address \_\_\_\_\_  
\_\_\_\_\_

Employee Phone \_\_\_\_\_

Employing Department \_\_\_\_\_

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

**CHECKLIST ITEMS** **PROVIDERS INITIALS & DATE**

1. Provide Hiring Packet with Recommend to Hire letter to HR Department \_\_\_\_\_

2. Provide New Hire In-Processing Checklist  
[Forward to HR for filing] Department \_\_\_\_\_

3. Provide Welcome Letter or Offer letter- includes:  
Employee Emergency Data Form  
Form I-9  
Tax Forms (W-4 & A-4)  
Job Description  
Benefits Summary  
SurePay Form  
Notify of Medical Appointment

4. New Employee Orientation & Benefits includes:  
Valid AZ Drivers License/Auto Ins. Form  
Oath of Office form  
Provide PAF to sign, ID Card and Fingerprint Card  
Issue Employee Manual/ Safety Manuals

5. New Employee Orientation with City Manager  
and Department Tour City Manager/ HR\_\_\_\_\_

6. Schedule Introduction to City Council Department \_\_\_\_\_

7. Add to City Website Asst to City Mgr \_\_\_\_\_

8. Received Completed In-Processing Forms HR\_\_\_\_\_