

City of Cottonwood
New Hire In-Processing Checklist

Employee Name _____

Employee Address _____

Employee Phone _____

Employing Department _____

Job Title _____

<u>CHECKLIST ITEMS</u>	<u>PROVIDERS INITIALS & DATE</u>
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|---|------------------------|
| 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 | HR _____ |
| 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 | HR _____ |
| 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 _____ |