

New Hire Checklist

Employee Name _____

- _____ Employment Application completed and signed
- _____ Background check submitted (Schools Fingerprint/Parishes Virtus)
- _____ Background check passed
- _____ Background check updated in Virtus Database
- _____ Offer letter sent and accepted
- _____ Signed offer letter returned
- _____ Final version of job description completed
- _____ Request necessary keys
- _____ Request technology set up
- _____ Employee Handbook acknowledgement signed
- _____ Parish/School policies received
- _____ EAP Brochure
- _____ Update bulletin and/or webpage with staff changes
- _____ Order business cards, nametags, etc.
- _____ Employee enrolled in MCC benefits 1-800-395-5565
- _____ Direct Deposit Form
- _____ I-9 Form (having verified ID, legal name, and ability to work in U.S.)
- _____ W-4 Federal
- _____ W-4 State
- _____ W-4 City Tax (if applicable)
- _____ Virtus Training Registration
- _____ Code of Conduct Information
- _____ Hire in Paycor (or other payroll system)
- _____ Set up access to Paycor.com (or other payroll system)

New Hire Testing Examples

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A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the City of London College of Economics text.

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The ^AOxford Handbook of Personnel Assessment and Selection Neal Schmitt, 2013-12-15 The Oxford Handbook of Personnel Assessment and Selection distills the science and practice of employee selection Now in paperback this volume includes essential information about the validation process individual difference constructs and measures and performance outcomes and measures and will be a comprehensive and authoritative reference and training tool in the field **Code of Federal Regulations** United States. Internal Revenue Service, 2013 Special edition of the Federal register containing a codification of documents of general applicability and future effect as of April 1 with ancillaries **The Code of Federal Regulations of the United States of America** , 2006 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

Physical Ability Testing Richard W. Bunch, Trevor D. Bardarson, Douglas A. Swift, Horace A. Thompson, III, 2025-10-14 A guide to implementing legally compliant physical ability testing PAT programs that prevent injuries optimize performance and ensure reasonable accommodations In *Physical Ability Testing A Guide to Safe Job Placement Accommodation and Legal Compliance* a team of distinguished medical professionals delivers an expert discussion of the fundamentals of creating a PAT program Explaining the perspectives of the employer the authors detail the systematic steps in developing and administering legally valid job specific PATs and providing proper interactive accommodation reviews for new hires and incumbent employees The book covers testing policies and procedures that address methods to avoid discrimination and minimize disparate impact on protected classes such as individuals with disabilities older adults women including those who are pregnant and individuals affected by medical or behavioral health conditions such as substance use disorders or recent surgeries It also provides critical information on defending test failure determinations based on the direct threat and undue hardship defenses Readers will find A thorough introduction to the validation process best suited for a defensible PAT program Comprehensive explorations of PAT programs in a variety of industries Practical discussions of administering PATs legal cases covering them and published scientific literature related to work physiology Complete treatments of the validation processes used in ensuring PAT programs remain legally defensible This book is perfect for human resource professionals occupational physicians and nurses physical therapists occupational therapists chiropractors safety professionals industrial hygienists ergonomists human factors specialists and risk managers **Human Resources for the Non-HR Manager** Carol T. Kulik, Elissa L. Perry, 2023-05-02 *Human Resources for the Non HR Manager* gives every manager regardless of their functional role access to cutting edge research and evidence based recommendations so they can approach their people management responsibilities with confidence Day to day people management is increasingly the responsibility of front line managers not HR professionals But managers are often poorly prepared for these responsibilities they receive little training and sometimes have little interest in HR People management is never easy and it is particularly

challenging in COVID 19 s next normal workplace where managers must engage diverse employees across a wide range of working arrangements This book focuses on the special relationship that line managers have with their employees and describes managers responsibilities across the entire employee lifecycle from front end recruiting and hiring through to long term retention The content is grounded in rigorous academic research but the book s conversational tone conveys basic principles without technical jargon Each chapter includes Manager s Checkpoints to help readers apply the material to their own workplace and Manager s Knots that address gray areas inherent in people management The book is designed for any reader currently working as a line manager or aspiring to a managerial role who wants to improve their people management skills Combined with a complete instructor package the book provides different types of activities to accompany each chapter Some Assembly Required In the News and Undercover Manager The activities can be found in the Instructor Resources Download Hub and are designed to align with student cohorts with varying levels of experience A full suite of regularly updated resources for students and instructors can be found on the authors own website <https://www.nonhrmanager.com>

Human Resource Management in the Public Sector: Policies and Practices John L. Daly, 2015-05-18 This affordable text covers the management of both human resource systems and employees in local government settings It focuses on the significant changes facing local governments especially the growing demand for increased Work Life balance as an integral component of human resource management *PHR/SPHR Exam For Dummies with Online Practice* Sandra M.

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recommendations for ensuring the appropriate application of the theory Practical Questions help students assess their understanding of the topic Students can apply the material using real data in the Exercises some of which require no computer access while others involve the use of statistical software to solve the problem Case Studies in each module depict typical dilemmas faced when applying measurement theory followed by Questions to Ponder to encourage critical examination of the issues noted in the cases The book s website houses the data sets additional exercises PowerPoints and more Other features include suggested readings to further one s understanding of the topics a glossary and a comprehensive exercise in Appendix A that incorporates many of the steps in the development of a measure of typical performance Updated throughout to reflect recent changes in the field the new edition also features Recent changes in understanding measurement with over 50 new and updated references Explanations of why each chapter article or book in each module s Further Readings section is recommended Instructors will find suggested answers to the book s questions and exercises detailed solutions to the exercises test bank with 10 multiple choice and 5 short answer questions for each module and PowerPoint slides Students and instructors can access SPSS data sets additional exercises the glossary and additional information helpful in understanding psychometric concepts It is ideal as a text for any psychometrics or testing and measurement course taught in psychology education marketing and management It is also an invaluable reference for professional researchers in need of a quick refresher on applying measurement theory

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The Expert Test Manager Rex Black,James L. Rommens,Leo Van Der Aalst,2017-04-28 This book covers the ISTQB Expert Level Test Manager syllabus and is a complete one stop preparation guide for the reader who is otherwise qualified based on experience as a test manager to take the Expert Level Test Manager exam Included are extensive hands on exercises and sample exam questions that comply with ISTQB standards for Expert Level exams

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Affirmative Action and Equal Employment: Appendices. Appendix A. Sample documents, internal reporting forms and other materials for affirmative action programs Evelyn M. Idelson, 1974 This is a guide to help you as an employer design and implement programs to ensure fair and equal treatment for all persons regardless of race color religion sex or national origin in all employment practices

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