

New Hire Checklist

New Hire _____

Date _____

Supervisor _____

Position _____



Full Application ☐

Resume ☐

License/Permit (copy) ☐

Transcripts ☐

(For certified positions or proof for
Highly Qualified Paraprofessionals)

Non-Compete Clause ☐ N/A ☐

(make sure box is checked on Request to Hire
form)

References ☐ ☐

Reference (Supervisor) ☐

Interview Report ☐

Writing Sample ☐

Interview Questions ☐

New Hire Checklist ☐

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New Hire Name _____

Date _____

Supervisor _____

Position _____



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