Employee Onboarding Checklist

(To be completed by Supervisor and Human Resources and filed in employee's personnel file.)

It is the responsibility of the supervisor to ensure that the onboarding steps outlined below are reviewed and taken when an employee is beginning employment in Maine State government, including ensuring the employee meets with Human Resources to complete the necessary new hire paperwork. Sign and date the form to confirm your review of the checklist with the employee.

Employee Name:		Name of Supervisor:		
Department/Bureau/Location:		Title & Position Number:		
Date of Hire:	Position Type:	Salary Spec	c: Grade:	Step:
Employment		Retirement		
I-9 & Pers W4 - Fed W4 - Stat SSA-1945 Vendor Fo Direct De Date of fir Verification Ergonomi Computer	e 5 orm	Returned	Life Insurance E	Beneficiary Application & Rates
Medical Insurance		Optional Benefits		
Returned Reviewed		Reviewed		
		 MaineSaves 457 Retirement Savings Plan Navia Flexible Spending Accounts Your Living Resources Program Wellness Center/Gym Membership 		
Agency Policy Review				
Review Union Representation Packet Pay Calendar Leave Accruals Holiday Schedule Family Medical Leave Act Workers' Compensation Drug Free Policy Suicide Prevention Policy		Signed	☐ Domestic Violer☐ Access Card Po	nt Against Harassment nce Policy
Agency Specific Requirements				
☐ Issue all uniforms and specialty tools Pants: Shirts: Sweatshirts/Jackets: Hats/Gloves: ☐ Issue keys/access card ☐ Notify Departmental/external stakeholders of new hire ☐ Other				
Supervisor Date				