

## Caregiver Onboarding Checklist

This onboarding checklist will help ensure your new hire is set up for success in their new role and ensure you don't miss any critical steps. Be sure to begin the onboarding process at least one week before your new employee's start date.

### First engagement

- Offer letter
- Confirm start date
- Send welcome email

### New hire paperwork

- Application/resume
- I-9
- W-4
- Signed offer letter
- Job description signed
- Employee handbook, policies, and procedures, signed acknowledgement

### Orientation

- Complete all remaining new hire paperwork
- Discuss benefits
- Review employee handbook
- Review safety policies
- Review technology policies and support process
- Assign a peer mentor

## First day

- Greet new employee
- Tour of workplace
- Introduce new hire to team
- Send new hire announcement email
- Provide lunch
- Provide training plan

## Schedule check-in plan

- Obtain onboarding feedback
- Schedule one-week check-in
- Schedule 30-day check-in
- Schedule 60-day check-in
- Schedule 90-day check-in

## Employee file

- Application/resume
- I-9
- W-4
- Verification of DOH certification
- Background Checks and Fingerprints (120 days)
- DSHS Background Check
- Food Handler's Card
- Specialty Training (Mental Health, Dementia, DD)
- Nurse Delegation and Diabetes Training
- Signed offer letter
- Job description signed
- TB test (before providing resident care)
- CPR/First Aid (within 30 days of hire)