

## New Hire Checklist

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

	Task	Date
✓	<b>New Employee Information</b>	MM/DD/YYYY
	Employee Data Information Sheet Collected	
	WA State DSHS Background Form Completed - Submit online background check authorization form	
	Fingerprint Appointment Made - Employee can work up to 120 days while fingerprint results are pending	
	Employee Information Entered into Payroll	
	I-9 Work Authorization Complete	
	Orientation to the Facility - AFH must ensure that all staff receives the orientation and training necessary to perform their job duties	
	HR Personnel File Created	
✓	<b>New Employee HR Personnel File Documentation</b>	MM/DD/YYYY
	Federal Fingerprints Completed - Keep appointment receipt in employee file while results are pending	
	WA State DSHS Background Check Result Letter	
	Offer Letter Signed	
	Job Description Signed	
	W-4 Form Completed	
	Employee Handbook Signed	

	<b>Task</b>	<b>Date</b>
	Policy Documents Reviewed & Signed	
	Direct Deposit Form	
	Employee Benefits Enrollment Form Signed	
	TB Test #1 Must be completed within 3 days of hire	
	TB Test #2 Must be completed 1 to 3 weeks after first TB test	
	TB Chest X-Ray (if skin test is positive, x-ray must be done within 7days of skin test)	
	Food Handler's Card - Food Handler Permit is good for 2 years <a href="https://www.foodworkercard.wa.gov">https://www.foodworkercard.wa.gov</a> (Must be completed before handling food at the AFH.)	
	Active HCA or CNA License - Must have an active credential in employee file within 200 days of hire	
	CPR/First Aid (within 30 days of hire, must work under direct supervision while pending)	
	Specialty Training Certificates (Mental Health, Dementia, DD) - If an AFH serves one or more residents with special needs, all LTC workers must receive training regarding the specialty needs of individual residents in the home within <b>120 days of hire.</b>	
	Nurse Delegation Core and Special Focus on Diabetes - Must be a Nursing Assistant Registered, Nursing Assistant Certified, or a Certified Home Care Aide and complete Nurse Delegation core training before accepting a delegated task.	

	Task	Date
✓	<b>Ongoing Information To be Kept in Employee Files</b>	MM/DD/YYYY
	WA State DSHS Background Check - Must be completed every two years	
	Continuing Education - 12 hours of continuing education by employee's birthday each year, except the first year that initial HCA or CNA certification is obtained. Copy of CE certificates must be in employee files at the AFH.	
	Department of Health License - Employee must renew their license each year by their birth dates, or they will be penalized with a late fee, and you will be out of compliance with training/certification	
	CPR/First Aid - Must maintain a current certification	