**NEW EMPLOYEE HIRE CHECKLIST**

(Must be completed and submitted before starting employment. Any missing or incomplete information may result in delayed employment start date)

Employee name last, first: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Employee hire/rehire confirmation form
* Application for employment
* Employment agreement schedule
* Job description\*
* Resume
* Copy of educational credentials (such as, but not limited to transcript(s), diploma(s), certi cation(s), etc.)
* Applicant information release
* IT department request form
* Employee non-compete agreement (for admission & career services/externship dept. Employees)
* Follow-me calling form
* CIE personnel form (for all Florida employees)

**\* Must be provided by manager**