The Village of Northfield

New Employee Hiring and Orientation Checklist
Supervisor

Employee Name: _____

Date of Hire: _____ Position: _____

Department: _____ Supervisor: _____

Prior to Offer:

- ☐ 1. Work with Director of Administrative Services to develop a position description and job posting
- ☐ 2. Obtain completed Employment Application (available on website under "Employment Opportunities") and resume
- ☐ 3. Interview employee and review job description with them
- ☐ 4. After selecting a candidate, inform them of the background check requirement, and send their email address to the Director of Administrative Services
- ☐ 5. Send employee for drug screening (Police and CDL applicants)
- ☐ 6. Complete reference checks and submit documentation to the Director of Administrative Services
- ☐ 7. **After the applicable background investigation, motor vehicle check, drug screening, and references are cleared,** work with the Director of Administrative Services to draft an Employee Acknowledgement
- ☐ 8. Meet with employee and review the Employee Acknowledgement

After Offer is Extended:

- ☐ 9. Employee signs Employee Acknowledgement, forward to Director of Administrative Services
- ☐ 10. Complete PAR Form, forward to Payroll
- ☐ 11. Complete IMRF Certification Form (Part-Time Fire-Rescue Employees EXPECTED to work 1,000 hours in year one)

Employee's First Week:

- ☐ 12. Arrange a meeting with the Payroll Coordinator
- ☐ 13. Arrange a meeting with the Director of Administrative Services
- ☐ 14. Complete Cell Phone Use Agreement (if applicable), forward to Payroll
- ☐ 15. Issue appropriate keys
- ☐ 16. Order uniform (if applicable)

Completion Date: _____ Supervisor's Signature: _____

The Village of Northfield

New Employee Hiring and Orientation Checklist
Finance/Payroll

Employee Name: _____

Date of Hire: _____ Position: _____

Department: _____ Supervisor: _____

- ☐ 1. File Employee Acknowledgement
- ☐ 2. Sign-off on PAR Form, have Village Manager sign
- ☐ 3. Obtain Photo ID
- ☐ 4. Complete I9 Documentation
- ☐ 5. Federal Tax Withholding Form
- ☐ 6. State Tax Withholding Form
- ☐ 7. Direct Deposit Form with Voided Check
- ☐ 8. Cell Phone Stipend Form (if applicable)
- ☐ 9. Register Employee in BSwift
- ☐ 10. Notify PBA
- ☐ 11. Review Insurance and Benefits
- ☐ 12. IMRF Paperwork
- ☐ 13. Review ICMA
- ☐ 14. Review RHS (if applicable)
- ☐ 15. Review EAP
- ☐ 16. Complete Life Insurance Form
- ☐ 17. Review Police Pension information (if applicable)

Completion Date: _____ Finance Director's Signature: _____

The Village of Northfield

New Employee Hiring and Orientation Checklist
Director of Administrative Services

Employee Name: _____

Date of Hire: _____ Position: _____

Department: _____ Supervisor: _____

Prior to Offer:

- ☐ 1. Work with Supervisor to develop a position description and job posting
- ☐ 2. Post job on Village website and other applicable sites
- ☐ 3. Submit selected candidates background check request to CareerBuilder
- ☐ 4. Ensure reference check has been completed
- ☐ 5. **After the applicable background investigation, motor vehicle check, drug screening, and references are cleared,** work with the Supervisor to draft an Employee Acknowledgement

After Offer is Extended:

- ☐ 6. Received signed Employe Acknowlegement, forward to Finance for filing
- ☐ 7. Remove job posting on Village website and other applicable sites

Employee's First Week:

- ☐ 8. Employee Handbook Acknowledgment
- ☐ 9. Safety Manual Acknowledgement
- ☐ 10. Tours:
  - ☐ Fire-Rescue/Public Works Facility
  - ☐ Police Department
  - ☐ Village Hall
- ☐ 11. Enroll employee and review My Community Workplace training (if applicable)
- ☐ 12. Employee photo ID with Police
- ☐ 13. Coordinate with IT for employee email and network credentials and to add them to relevant email lists
- ☐ 14. Provide information to set up voicemail
- ☐ 15. Send a new hire announcement email to all employees

Application Attached: _____
Resume Attached: _____
Reference Check Completed: _____ Attached: _____
Background/Motor Vehicle Check Submitted: _____ Cleared: _____ Attached: ____
Drug Screening Completed: _____ Cleared: _____ Attached: ____

Completion Date: _____ Director of Administrative Services' Signature: _____