

**New Haven Assisted Living**

**New Employee Checklist**

**Employee Information**:

* Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pre-Employment**  **Administrator Initials**

* Application or Resume \_\_\_\_\_\_\_\_\_\_\_
* Copy of Drivers license and SS card \_\_\_\_\_\_\_\_\_\_\_
* Criminal History check txdps.state.tx.us \_\_\_\_\_\_\_\_\_\_\_
* Employability status check DADS \_\_\_\_\_\_\_\_\_\_\_
* Reference checks \_\_\_\_\_\_\_\_\_\_\_
* Drug test (if applicable) \_\_\_\_\_\_\_\_\_\_\_

**Post Job Offer**

* Completion of Onboarding through Paylocity \_\_\_\_\_\_\_\_\_\_\_
* Insurance enrollment (Full time employees) sent to HR within 24 hours

\_\_\_\_\_\_\_\_\_\_\_\_

* Signed Job Description/Contract \_\_\_\_\_\_\_\_\_\_\_\_
* Certificate or Licenses \_\_\_\_\_\_\_\_\_\_\_\_
* Testing (HIPPA, Abuse and Neglect, Falls, Behaviors, Documentation, Observing Reporting and Recording, Infection Control) \_\_\_\_\_\_\_\_\_\_\_\_
* Dementia 4 hours \_\_\_\_\_\_\_\_\_\_\_\_
* DVD video training
* ADLS 1
* ADLS 2
* ADLS 3
* Confused Resident 1
* Confused Resident 2
* Emergency Procedures
* End of Life 1
* Food Safety
* Food service in dementia care
* Infection Control 1
* Infection control 2
* Introduction to Dementia Care 1
* Introduction to Dementia Care 2
* Orientation and Residents Rights \_\_\_\_\_\_\_\_\_\_\_
* On the floor Training scheduled \_\_\_\_\_\_\_\_\_\_\_
* Temporary Name Tag Made \_\_\_\_\_\_\_\_\_\_\_
* Two Uniform shirts given after 14 days of employment and uniform explained

\_\_\_\_\_\_\_\_\_\_\_

* Name Tag Ordered after 14 days of employment ­­­­\_\_\_\_\_\_\_\_\_\_\_
* TB test or sent for X-ray within 14 days of employment \_\_\_\_\_\_\_\_\_\_\_

**Permissions**

* Logins for Bluestep \_\_\_\_\_\_\_\_\_\_\_
* Assign permission for Bluestep \_\_\_\_\_\_\_\_\_\_\_
* Paperwork scanned into bluestep \_\_\_\_\_\_\_\_\_\_\_
* Paperwork scanned into Paylocity \_\_\_\_\_\_\_\_\_\_\_

**Technology/IT**

* New Haven Email Address (if applicable) \_\_\_\_\_\_\_\_\_\_\_
  + Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Employee Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Personal email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Computer access \_\_\_\_\_\_\_\_\_\_\_
  + Desktop
  + Laptop
  + Tablet
* Voicemail (if applicable) \_\_\_\_\_\_\_\_\_\_\_

**Corporate Initials**

**Corporate assignments**

* Credit card ordered \_\_\_\_\_\_\_\_\_\_\_\_
* Name tag ordered \_\_\_\_\_\_\_\_\_\_\_\_
* Business Cards ordered \_\_\_\_\_\_\_\_\_\_\_\_
* Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_
  + Opt for monthly reimbursement for personal cell phone use \_\_\_\_\_\_\_\_\_\_\_\_
  + Company Cell phone \_\_\_\_\_\_\_\_\_\_\_\_
* HPSI ordering access \_\_\_\_\_\_\_\_\_\_\_\_
* Uniforms shirts ordered \_\_\_\_\_\_\_\_\_\_\_\_
* Desk \_\_\_\_\_\_\_\_\_\_\_\_
* Chair \_\_\_\_\_\_\_\_\_\_\_\_
* Computer \_\_\_\_\_\_\_\_\_\_\_\_
* Printer \_\_\_\_\_\_\_\_\_\_\_\_
* Scanner \_\_\_\_\_\_\_\_\_\_\_\_
* Copier \_\_\_\_\_\_\_\_\_\_\_\_
* Email Fax Setup \_\_\_\_\_\_\_\_\_\_\_\_