Employee Checklist

Job Application

Offer of Employment

Document

___I-9 (Employment Eligibnlity Verification
___VA-4 (Employee's Va Income Tax)
___DDS (Direct Deposit Paperwork)
___SP167 (Va Criminal/Sexual Background
___Non-Compete
___Confidentiality
___W-4 (Federal Withholding)
___Sexual Harrassment
___Employee Incident Report
___Company Travel
___Media Release
___Client Interaction
___Personal Time
___Employee Verification
___Professional Growth and Rank Advancement
___Commission Policy
___ Attendance Policy
___To Do List Acknowledgment
___ OTPS

Non-Documents

___Employee Email
Security Code
__PA ____GB __RM ___EB
____Entered in PM3

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