

## Checklist for Employee Folder

- Job Description for Position
- Job Application and/or resume
- Offer of Employment
- IRS Form W-4
- Ohio Withholding Certificate
- New Hire Reporting Form (schools only)
- Employee Information Sheet
- Receipt of Signed acknowledgement of employee handbook
- Receipt of signed computer usage policy
- Receipt of signed confidentiality policy
- Medical Insurance App if eligible

## Completed in Separate Folder

- Form I-9