|  |  |
| --- | --- |
|  | **Completed/Initialed** |
| **Interview Process** |  |
| Application for Employment |   |
| Interview process begins |   |
| Reference checks are completed |   |
| Background checks are completed |   |
| Approval from HR Manager on compensation offer and benefits |   |
| Conduct Pre-employment Assessments |   |
|  |  |
| **Pre-Hire Activities** |  |
| Place call to New Hire with offer of employment |   |
| Mail Offer Letter to New Hire |   |
| Acceptance of offer by New Hire |   |
| Mail or email drug testing information and procedure to New Hire |   |
| Prepare New Hire Orientation Packet |   |
| Prepare New Employee Record File |   |
| Schedule employee start date with employee, supervisor |   |
| Schedule orientation meetings with employee, supervisor and other staff |   |
| Schedule training |   |
| Assign mentor |   |
| Send email to staff introducing new employee |   |
| Prepare new employee work area |   |
| Order Business Cards, Name Tags, Name Plates |   |
| Order Business Mobile Phone |   |
| Mortgage Loan Originator (MLO) NMLS Transfer or Registration |   |
| Establish Online Compliance Training Login |   |
|  |  |
| **Employee Orientation** |  |
| Greet new employee in the lobby |   |
| Bank tour and key introductions |   |
| New employee luncheon |   |
| **HR Orientation** (see HR Orientation Checklist) |   |
| * Obtain necessary payroll and employment forms
 |   |
| * Review employee handbook and required policies
 |   |
| * Explain benefits and eligibility requirements
 |   |
| **Departmental Orientation and Training** |   |
|  |  |

|  |  |
| --- | --- |
| **Payroll/Benefits Setup** |  |
| Report New Hire to state of Wisconsin |   |
| Enter payroll data into payroll system |   |
| Enter benefits data into payroll system |   |
| Enter employee data into eVerify system |   |
| Enter employee data into time management system |   |
|  |  |
| **Security and IT Setup (with Security Officer/Department and IT Department)** |
| Fingerprinting |   |
| Complete and submit network request form |   |
| Complete and submit internet access request form |   |
| Request Door Key and Security Access Code |   |
| Request Employee Id  |   |
| Review Bank Security Procedures |   |
|  |  |
| **Follow up Activities** |  |
| Order Bank Apparel |   |
| Update Affirmative Action Log |   |
| **30 Days** |   |
| * Collect Health Insurance applications
 |   |
| * Collect Life Insurance application
 |   |
| * Collect Retirement Plan enrollment forms
 |   |
| * Collect FSA enrollment forms
 |   |
|   |   |
| **60 Days** |   |
| * Supervisor/Employee Training and Performance Follow up
 |   |
| * Ensure employee is enrolled in requested benefit programs
 |   |
|   |   |
| **90 Days** |   |
| * Supervisor/Employee Training and Performance Follow up
 |   |
|  |   |
| **6 Months** |   |
| * Supervisor/Employee Training and Performance Follow up
 |   |
|   |   |
| **1 Year** |   |
| * Supervisor/Employee Performance Appraisal
 |   |
|   |   |
| *Note: The information contained in this document is not intended to provide legal advice; rather, it is intended to provide general information about banking issues. Consult your institution's attorney for specific legal advice or assistance.* |