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|  | **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** |  |
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| **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.* | |