



NEW HIRE CHECKLIST

Employee Name: _____ Job Title: _____

| NEW HIRE DOCUMENTS | DATE | NOTES |
|----------------------------------|------|-------|
| Interview Questionnaire | | |
| Criteria Cognitive Aptitude Test | | |
| Criteria Attention Skills Test | | |
| Criteria Personality Inventory | | |
| Criteria Basic Skills Test | | |
| DMV Record (Copy) | | |
| Drivers License (Copy) | | |
| Social Security Card (Copy) | | |
| I9 Form | | |
| W4 Form | | |
| Eligibility Requirements Form | | |
| Emergency Contact Form | | |
| Employee Expectations Form | | |
| Direct Deposit Form | | |
| New Hire Pay Review Form | | |
| Utility Locator's Handbook | | |
| WY New Hire Reporting | | |
| DISA Pre-Employment UA | | |
| DISA Background Screening | | |
| Employee Number Assignment | | |
| Vacuum Excavation Manual | | |

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| Key Acknowledgement Form | | |
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| PPE | DATE | NOTES |
|-------------------------------------|------|-------|
| Green Hardhat (New Hire) | | |
| White Hardhate (After 90 days) | | |
| Eye Protection | | |
| Fire Retardant Clothing (FRC's) | | |
| Leather Gloves | | |
| Hearing Protection | | |
| Steel Toe Boots (Employee Provided) | | |
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| EQUIPMENT | DATE | NOTES |
|-----------------------------------|------|-------|
| Tablet PC & Printer | | |
| Gas Monitor | | |
| Camera w/ Memory Card | | |
| GPS Unit | | |
| Locating Unit & Batteries | | |
| Hammer & Punch | | |
| Measuring Tape | | |
| Marking Supplies | | |
| Company Vehicle | | |
| Orange Vest & Safety Cone | | |
| Fire Extinguisher & First-Aid Kit | | |
| MSDS Sheets | | |

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| Fuel Card | | |
| Wash Card | | |
| Sirius Radio | | |
| Work Phone | | |
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| POLICIES & PROCEDURES | DATE | NOTES |
|-------------------------------------|-------------|--------------|
| Drug / Alcohol Policy | | |
| Company Policies | | |
| Bloodborne Pathogens Program | | |
| Locating Procedure | | |
| Line Crossing Procedure | | |
| LF Paperwork Procedure | | |
| Computer Policy | | |
| | | |
| | | |

| CERTIFICATIONS | DATE | NOTES |
|--|-------------|--------------|
| OSHA Training | | |
| PEC / SLUSA Basic Orientation | | |
| First-Aid / CPR / Defensive Driving | | |
| Utility Locator Certification | | |
| Vactor HXX Certification | | |
| Anadarko Safety Orientation | | |
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| TRAINING | DATE | NOTES |
|--------------------------------------|------|-------|
| Utility Locator Training | | |
| Excavation Supervision Training | | |
| Weekend On-Call Training | | |
| Vacuum Excavation Training | | |
| Carsonite Installation Training | | |
| MSDS Location Training | | |
| Emergency Action Training | | |
| Injury / Accident Reporting Training | | |
| Computer Use / Setup Training | | |
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| | | |

| BENEFITS | DATE | NOTES |
|-----------------------|------|-------|
| PPE Upgrade Program | | |
| BC/BS Enrollment | | |
| Simple IRA Enrollment | | |
| Vacation Time | | |

REMARKS

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE