



New Employee Checklist

- Picture _____
- Contact Information _____
- Job Application _____
- W-4 _____
- I-9 _____
- New Employee Agreement _____
- Direct Deposit _____
- Social Security Card _____
- Drivers License _____
- Welder Certifications _____
- Operator Cards _____
- Safety Training _____
- Employee Handbook Signature _____
- Safety Manual Signature _____