

ORIENTATION CHECKLIST√
 (Transfer)

Employee Name		Effective Date
Position		Agency/Unit Number
HIRING INFORMATION		
	Std. 686	Employee Action Request (EAR) (Must be completed to process appointment)
	Std. 243	Designation of Person Authorized to Receive Warrants (In the event of the employee's deathk)
	Form I-9	Employment Eligibility Verification (Must be completed prior to start date)
	Varies	Emergency Information/Physician Designation form

MISCELLANEOUS		
		Welcome Letter from the Director
		Information regarding the department
		New Employee Orientation (department website)
		Incompatible Activities Statement
		Statement of Economic Interests (Form 700) if applicable
		Public Transportation Information
		Bargaining Unit Contract
		Timesheet

 Personnel Specialist

 Date