Hiring Checklist for Agricultural Employment

Name: _____

Position: _____

Date	Activity
_____	❑ Received job application
_____	❑ Reviewed job application
_____	❑ Scheduled initial job interview
_____	❑ Completed initial job interview
_____	❑ Received initial interview follow-up from applicant
_____	❑ Scheduled second-round job interview
_____	❑ Completed second-round job interview
_____	❑ Received second-round interview follow-up from applicant
_____	❑ Received consent to conduct background check
_____	❑ Passed background check
_____	❑ Checked applicant references
_____	❑ Scheduled drug test
_____	❑ Passed drug test
_____	❑ Provided proof of work authorization or eligibility
_____	❑ Presented offer via phone
_____	❑ Sent offer letter
_____	❑ Received offer acceptance
_____	❑ Sent necessary pre-employment forms (e.g., health insurance enrollment, retirement plan enrollment)
_____	❑ Set new hire start date
_____	❑ Established probationary employment period
_____	❑ Received new hire's Form W-4 and Form MO W-4
_____	❑ Received returned pre-employment forms
_____	**Other Activities**
_____	❑
_____	❑
_____	❑