



New Placement Onboarding Checklist

Worker Name:	<input type="text"/>	Client Organization:	<input type="text"/>
Role/Title:	<input type="text"/>	Start Date:	<input type="text"/>
Supervisor:	<input type="text"/>	Location:	<input type="text"/>
Contract Vehicle:	<input type="text"/>	Placement #:	<input type="text"/>

PRE-PLACEMENT (Before Start Date)

- Employment application completed and signed
- W-4 and I-9 forms completed
- Background check completed and cleared
- Drug test completed and cleared (if required)
- NDA / Non-Disclosure Agreement signed
- Non-compete / Non-solicitation agreement signed
- Direct deposit enrollment form completed
- Emergency contact information collected
- Copy of government-issued ID on file

COMPLIANCE TRAINING (As Required)

- FERPA awareness training completed
- CIPA awareness training completed
- CJIS Security Awareness training completed
- SB 820 cybersecurity awareness completed
- Client-specific orientation materials reviewed
- Safety and workplace conduct training completed

FIRST DAY / FIRST WEEK

- Client site access / badge / credentials provided
- IT systems access configured (email, VPN, tools)
- Introduction to supervisor and team completed
- Work schedule and expectations confirmed
- Timesheet submission process reviewed
- Emergency procedures and contacts provided
- Parking / building access arranged

ONGOING MANAGEMENT

- 30-day check-in scheduled
- 60-day check-in scheduled
- 90-day performance review scheduled