



New Hires/Onboarding

(Disclaimer, this information is true and complete to the best of our knowledge. The business disclaims any liability in connection with the use of this information.)

Pre Hire Activities

1. Job Posting
2. Application
3. Phone interview guide
4. In person interview guide
5. Final decision
6. Background Checks

Day one New Employee

1. Documents and I-9 Fill in version from Homeland Security, <https://www.uscis.gov/>
 - a. Open PDF (English and Spanish are available)
 - b. Ensure you have original documents (see page 4 of the I-9 Form)
 - c. First page, employee fills out
 - d. Second page, employer fills out
 - i. Helpful Hint. To ensure consistency, always use the name of business (identically each time)
 1. You have 3 days to complete this process
 2. Ensure you check the date at the top right of the form, these do change publication dates
 - e. E-Verify
 - i. Free government tool, enter your completed I-9 information here
 1. <https://e-verify.uscis.gov/web/Home.aspx>
 - a. Enroll, and follow the directions to enroll your new employee within 3 days. Print and attached confirmation to your I-9 for filing
 - b. DO not file in the personnel folder, keep a separate binder
2. State and Federal Documents (ensure you pick the correct year)
 - a. Federal Tax forms: W-4 <https://www.irs.gov/>
 - b. State Tax forms W-4 <https://tax.iowa.gov/> Please review the following instructions on the Iowa form:

Submit this information online at www.iowachildsupport.gov or fax to 1-800-759-5881 or mail to Centralized Employee Registry, PO Box 10322, Des Moines IA 50306-0322.
 - c. <https://www.revenue.state.mn.us/index.php/>
 - d. After these are completed, ensure you keep copies in the employee's file (for further information on setting up an employee file please go to: