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| **NEW HIRE CHECKLIST TEMPLATE** |
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| Employee Name: |  | Job Description: |  |
| Date Hired: |  | Hourly Rate:  |  |
| Department: |  | Interviewed By:  |  |
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| *The following sections should be completed by the Department Head*  |
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| **Items:** | **Completed** **or Explained?** | **Initials** |
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| *The following sections should be completed by the Personnel Manager*  |
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| **Approved by:**  |  |  |
| Manager:  |  |  | Date: |  |
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