



Departmental New Hire Checklist

Please reference the list below to ensure that your new employee has the tools to succeed at Mountwest beginning with their first day of employment. Should you have any questions concerning the checklist, contact the Office of Human Resources by calling 304-710-3272. We look forward to working with you during your new employee's onboarding process.

Hire date: _____ (confirmed by HR)

Employee will be emailed by HR to complete certain types of paperwork prior to beginning work. HR paperwork will be completed digitally. Payroll paperwork will need to be scheduled in person, and the employee will need:

- Acceptable Documents for Form I-9 used in the digital HR paperwork (if verifying in person with payroll)
- Voided check for Direct Deposit
- Social Security Card (per IRS Publication 15) and Photo ID
- Secure office space to be assigned to employee (please inform HR of location for directory information).
- Submit work order to Information Services for telephone (please inform HR of telephone number for directory information, business cards, etc).
- Submit work order to Information Services for computer set-up.
- Submit work order to Physical Plant for office key to be issued to your new employee. Your new employee will need to sign the Key Control Form prior to the key(s) being issued.
- Once office location and telephone number has been assigned, order business cards and nametag for your new employee by contacting HR at hr@mctc.edu
- Prior to your employee's first day, please make sure their work area is prepared by correcting any issues that may be necessary. Also, please be sure to have available a quantity of office supplies for daily use.
- Compile a list of forms or levels of access requests to computer programs that your new employee will need and have the forms ready for signature on the employee's first day.