

Step 1: Before First Day

- [Sign-On Bonus](#)
- [Welcome Letter](#)
- [New Hire Checklist](#)
- [New Employee Spotlight](#)

Step 2: First Day

- [New Hire Paperwork](#)
- [E-Verify Intake Form](#)

Step 3: First Week

- [Selecting a Mentor](#)
- [Mentor Checklist](#)
- [Equipment Deduction Form](#)

Step 4: Follow Up

- [Supervisor Check-In Questions](#)
- [New Hire 90-Day Review](#)

Additional Resources:

- [Job Aid – Employee Records Retention](#)
 - [Webinar – I-9 Compliance: Getting it Right the First Time](#)
 - [Toolkit – I-9 Compliance](#)
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