

**DEALERSHIP  
NEW HIRE-EMPLOYEE CHECKLIST**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**POSITION:** \_\_\_\_\_ **EMPLOYEE NUMBER:** \_\_\_\_\_  
**DATE OF EMPLOYMENT:** \_\_\_\_\_

**A. Personnel File:**

- \_\_\_\_\_ Personal Information Sheet  
\_\_\_\_\_ W-4  
\_\_\_\_\_ Employment Eligibility Verification  
\_\_\_\_\_ Condition of Employment  
\_\_\_\_\_ Dealership Policies and Procedures  
\_\_\_\_\_ Substance Abuse/ Sexual Harassment /Computer Security Policy  
\_\_\_\_\_ Health Insurance, Life Insurance card & Section 125 Sheet (if applicable)  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_

Please  
initial  
each  
line

**B.**

Have you obtained: \_\_\_\_\_ Uniforms \_\_\_\_\_ Keys \_\_\_\_\_ Tags  
\_\_\_\_\_ Long Distance Code \_\_\_\_\_ Any other Company Property  
\_\_\_\_\_

It is understood that all Company property, including vehicles, keys, tags and long distance codes are to be used with care and are the employee's responsibility as long as the employee is working for the Dealership. Any abuse or misplacement of property in the employee's care will result in written warnings, reimbursement through payroll deduction and/or termination.

**C.**

Introduction to:

\_\_\_\_\_ Dealer \_\_\_\_\_ Office \_\_\_\_\_ Sales \_\_\_\_\_ Service  
\_\_\_\_\_ Parts \_\_\_\_\_ Reconditioning

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**EMPLOYEE SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**CONTROLLER SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_