TPL Employment Onboarding & Orientation Check List

* Job Offer Letter
* I-9 form plus obtain copies of DL and SS or BC
* New Hire Report form (Kansas Dept. of Labor)
* W4 form
* K4 form
* Emergency Contact Form
* Employee Direct Deposit Enrollment Form
* ADP Timecard Information
* Confidentiality of Library Records
* ADP Background Check
* Reference Release Form
* Favorites Form
* Order name badge
* New Email Address Created
* Square training and reporting procedure
* Book wrapping procedures, repairs, evaluation for weeding or replacement
* Daily duties open to close list
	+ Courier & ILL procedures
	+ Digital services offered by TPL via the library website
	+ Youth Services and programs, promoting, and support needs
	+ Genealogy & Reference about sources and services
	+ State Library Website and services
	+ Sections, Series, Special Materials, Shelving tips & techniques
	+ Roles & Scheduling
	+ Circulation duties
* Customer Service
* Order Business Cards

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Employee Signature Date

* Confidentiality of Employee Personnel Records form signature

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Employee Signature Date

* Employee Handbook

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Employee Signature Date