

Use this checklist prior to hiring a new employee to make certain you have met all employer requirements.

Employment Advertising

- Is the advertisement placed in a general interest publication?

Employee vs. Independent Contractor

- Will the individual be an employee or independent contractor?

Affirmative Action

- Is this position one that requires compliance with an affirmative action program (i.e. government contract)?

Employment Development Department (EDD) Job Match Service

- Is this the type of position for which the EDD might be able to provide a list of qualified applicants?

Job Training Partnership Act (JTPA)

- Have you considered the benefits of tax credits for hiring JTPA participants?
- Would a customized training package be helpful?

Employment Posters

- Be certain employees can easily view required posters, including: Employee Polygraph Protection Act; Equal Employment Opportunity is the Law; and Harassment or Discrimination in Employment

Equal Employment Opportunity (EEO) Data

- Are you an employer of 15 or more employees who must keep records of EEO compliance?
- Is the EEO data kept private and separate from the job application once completed?

Interview

- Are all interviewers trained to avoid illegal discrimination in the interviewing process?
- Have all interviewers been provided with a list of pre-approved questions?

Background Check

- Has the applicant signed a release authorizing you to check references and other background information?
- Have you made reasonable efforts to check the applicant's previous employment and references (in order to avoid negligent hiring)?
- Have you sent all appropriate notices as required by state and federal law?

Credit Check

- Is a credit check necessary for this position?
- Have you certified your compliance with the Fair Credit Reporting Act to the credit reporting agency?
- Has the employee signed a release allowing for a credit check?

Drug Testing

- Is a drug testing necessary for this position?
- Have you included the drug testing requirements in your offer letter?