Onboarding Checklist

Name of Employee: _____

Date of Hire: _____

Documents Required in File:	Date Completed:
❖ Resume & Bio for the website	
❖ USA Gymnastics Certification (U100, U101, & background check)	
❖ CPR & First Aid Certification	
❖ Mandated Report OR Stewards of Children (sexual abuse prevention)	
❖ Employee Handbook - signed & dated	
❖ Job Description & Contract – signed & dated	
❖ W-4 Form	
❖ I-9 Form – with 2 pieces of ID (e.g. Passport or Driver's License & SS card)	
❖ Direct Deposit Form	
❖ Other:	
❖ Other:	

Signature of Supervisor:_____

ClassKite