New Employee Hiring Checklist

1. Onboarding Specific Forms

In the Doghouse under Staffing, Staffing Solutions, New Hire Packet To Print

Staffing Solutions - Pet Intranet

- **Job Application**
- **Offer Letter**
- **Brand protection agreement**
- **Hazardous Communication Plan Hazardous communication acknowledgement form**
- **Employee questionnaire**
- **Employee Manual**

2. Legal and Government Forms (provided by your payroll company)

- **W-4 Form**: For federal income tax withholding.
- **I-9 Form**: Employment Eligibility Verification (with copies of identification documents).
- **State Tax Withholding Form**: Required in some states (e.g., CA, NY).

3. Payroll & Direct Deposit Forms provided by your payroll company

- **Direct Deposit Authorization Form**: For payroll direct deposits.
- **Payroll Deductions Authorization** (if any): Authorizes deductions (e.g., union dues, cafeteria plans).

4. Van Videos

Located in the Doghouse under Van Meet Your Van, Van images and Videos

[Van Images & Videos - Pet Intranet](#)

- **Batteries and charging operations (if you van has batteries)**
- **Generator Operation\Generator Swivel Operation**
- **Interior Operation**
- **Rear Operations**

5. Van Documents

Located in the Doghouse under Van Meet Your Van, Van Operations

[Van Operations - Pet Intranet](#)

- **Van operations**
- **Daily Van Cleaning Checklist**
- **Check Out Procedures**
- **Groomer Training Manual**
- **How to Use hot water system**

6. Add the new groomer to MoeGo

1. **Go to Settings > Staff**
2. **Click on < Add new staff >**
3. **Upload Avatar for the new staff**
4. **Enter staff name, hire date, and role**
5. **Click on < Save > to create a new staff account**