

Bhravo's Ultimate **New Hire** Checklist for **CA Employers**



Your step-by-step guide to onboarding with confidence and compliance.

Did you know that employees who experience a well-organized onboarding are more likely to feel confident, engaged, and connected—reducing early turnover and increasing long-term loyalty? A structured process ensures all compliance, paperwork, and systems access are handled smoothly and consistently, reducing errors and wasted time for employees and hiring managers.

PRE-HIRE (Before Day 1)

- Offer letter
- Employment application completed
- Provide Pre-Employment Drug Consent & Release Form (If applicable)
- Provide Pre-Employment Background Check/MVR Consent & Disclosure (If applicable)
- Background check completed (If applicable)
- New hire packet compiled (handbook, policies, required documents, etc.)
- Employee added to payroll system
- Email and internal system access created
- Equipment ordered and workspace set up
- Identify a work buddy to be assigned to the new employee
- First-day agenda sent to new hire
- Team notified of the new hire's start date
- California Privacy Rights Act (CPRA) Notice at Collection (Employers that have a gross annual revenue in excess of \$25M)



FIRST DAY

- Welcome meeting scheduled with manager
- Intro to team – key stakeholders and work buddy
- Tour of work location / remote onboarding orientation completed
- Provide employee access – badge, keys, etc.
- IT setup finalized (logins, tools, security protocols)
- Benefits overview provided (if applicable)
- Provide and complete new hire paperwork
 - I-9 (Form I-9, Employment Eligibility Verification)
 - W-4 (2025 Form W-4)
 - DE-4 Employee's Withholding Allowance Certificate (Employee's Withholding Allowance Certificate (DE 4) Rev. 55 (1-25))
 - DE 34 Report of New Employee(s) (REPORT OF NEW EMPLOYEE(S))an
 - Direct Deposit authorization
 - Written bonus/commission agreement (If applicable)
 - EEO-1 Voluntary Self Identification Form (Employers with 100 or more employees)
 - Time of Hire Notice (TIME OF HIRE NOTICE)
 - Notice to Employee, Labor Code section 2810.5 (NOTICE TO EMPLOYEE)
 - Minor Employee: Permit to Employ and Work (PERMIT TO EMPLOY AND WORK)
 - Emergency Contact Form
 - DE 2515 Disability Insurance Provisions (Disability Insurance Provisions (DE 2515) Rev. 68 (1-22))
 - DE 2511 Paid Family Leave – Helping Californians be present for the moments that matter (California Paid Family Leave (DE 2511) Rev. 22 (1-25))



- CRD-185 Sexual Harassment Fact Sheet ([SEXUAL HARASSMENT](#))
- Rights of Victims of Domestic Violence, Sexual Assault, Stalking, Crimes That Cause Physical Injury or Mental Injury, and Crimes Involving a Threat of Physical Injury; and of Persons Whose Immediate Family Member is Deceased as a Direct Result of a Crime ([Victims of Domestic Violence Leave Notice](#))
- Family Care and Medical Leave Fact Sheet ([FAMILY CARE AND MEDICAL LEAVE](#))
- Health Insurance Marketplace Coverage Options and Your Health Coverage
 - For employers who offer a health plan to some or all employees ([Health Insurance Marketplace Coverage Options and Your Health Coverage](#)); OR
 - For employees who do not offer a health plan ([Health Insurance Marketplace Coverage Options and Your Health Coverage](#))
- COBRA Continuation Coverage Rights General Notice (required for employers with 20 or more employees and must be provided within 90 days of the commencement of benefits coverage or the first date at which the plan administrator is required to advise a qualified beneficiary of the right to elect coverage)
- Provide Employee Handbook & HR Policies (Must-have policies are listed below)
 - At-Will Employment Status
 - Employee Handbook and Receipt of Employee Handbook Acknowledgement
 - Lactation Accommodation Policy
 - Harassment, Discrimination and Retaliation Prevention Policy
 - California Family Rights Act (CFRA) Leave – employers with 5 or more employees
 - Family and Medical Leave Act (FMLA) Leave – employers with 50 or more employees
 - Pregnancy Disability Leave



- CA Paid Sick Leave
- Electronics and Social Media
- Meal and Rest Periods
- Timekeeping Requirements and Off-the-Clock Work
- Workplace Violence Prevention Policy/Plan
- Injury and Illness Prevention Policy/Program
- Time tracking and PTO system training
- Provide uniform (If applicable)

WEEK 1

- Review onboarding plan – job-specific training begins
 - Mandatory Harassment Prevention Training (must be completed within 6 months of hire)
 - Minimum Workplace Safety Training Requirements
 - Mandatory Heat Illness Training
 - Emergency Action Plan
 - Fire Prevention Plan
 - Hazard Communication Program (HAZCOM)
 - Repetitive Motion Injuries (Ergonomics)
 - Work Surface, Control Device and Emergency Equipment
- Check-in meeting with manager
- Role expectations and first 30/60/90-day goals discussed
- Encourage questions, offer support, gather feedback



FIRST 30 DAYS

- First performance check-in
- Confirm compliance training completion
- Culture and values reinforcement
- Add to any recurring team meetings or projects

Hiring someone new? Don't wing it.

The Bhravo New Hire Checklist is your go-to guide for onboarding with confidence and compliance. Designed for small to mid-sized businesses, this free checklist walks you through every key step — from offer letter to first-day logistics to 30-day check-ins. Whether you're a first-time employer or just want a smoother process, this tool helps you stay organized, compliant, and ready to welcome your next great hire.

