



Home Care Agency Employee Onboarding Checklist

Take the following steps to ensure smooth onboarding of all new caregivers:

Employee Name: _____ Date of Hire _____

Home Care Agency Documentation:

- Schedule new hire orientation
- Setup technology items (SMARTcare software platform access, phone, etc.)

Prepare New Hire Documentation:

- Offer Letter and Job Description
- Client Bill of Rights
- Benefit Enrollment Forms
- Elder Abuse Prevention
- Acknowledgement
- Zero Tolerance Agreement
- Health and Safety Manual Completion Record
- Confidentiality and Non-Compete Agreement
- HIPAA Policy
- Mandatory Response to Communication

Collect Personal Information:

- Current Driver's License Image and Information
- Social Security Card, Birth Certificate or Passport
- Background Check
- Drug Test Screening
- Direct Deposit Authorization
- Emergency Contact Information
- Voided Check or Bank Letter
- I-9
- W4
- Vehicle Insurance
- Fingerprint Card
- Photograph and Video Release
- Employee Handbook Completion Record & Acknowledgment

Reviewed By: _____

Date: _____

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