White Cloud Home Care Services

Employee Onboarding Packet

Compassion • Integrity • Reliability • Excellence

New Hire Information

Checklist Item	Complete
Employee Name	■
Position	■
Hire Date	■
Supervisor	■
Start Date	■

Pre-Hire Requirements

Checklist Item	Complete
Application Completed	■
Background Check	■
References Verified	■
I-9 Completed	■
W-4 Completed	■
Direct Deposit Form	■

Orientation

Checklist Item	Complete
Mission and Values Reviewed	■
HIPAA Reviewed	■
Attendance Policy Reviewed	■
Scheduling Procedures Reviewed	■

Mandatory Training

Checklist Item	Complete
Abuse and Neglect	■
Client Rights	■
Infection Control	■
Bloodborne Pathogens	■
Emergency Preparedness	■
CPR/First Aid	■

Caregiver Competencies

Checklist Item	Complete
Bathing Assistance	■

Transfers and Mobility	■
Meal Preparation	■
Documentation Standards	■
Fall Prevention	■

30/60/90 Day Reviews

Checklist Item	Complete
30-Day Evaluation	■
60-Day Evaluation	■
90-Day Evaluation	■

Employee Acknowledgment

I acknowledge receipt of onboarding materials and required training information.

Employee Signature: _____

Supervisor Signature: _____