





## HR Candidate Processing

### Screenshots of task list in NeoGov system

👁 Preview Checklist Timeline

Done

DUE DATE	TASK	ASSIGNEE	STATUS
04/19/2023	 Complete Personal Data Form	Timothy Stuart	Completed
04/20/2023	<input checked="" type="checkbox"/> Create new EEID and promote to employee	HR Talent Team	Current
	<input checked="" type="checkbox"/> Send CareNow form (if needed) and order background check	HR Talent Team	Current
	<input checked="" type="checkbox"/> Please download and print out and complete Drug Screen of a Minor	Timothy Stuart	Completed
	<input checked="" type="checkbox"/> Please download and print out and complete Disclosure and Authorization Form	Timothy Stuart	Completed
	 Complete Background & Driver's License Check Authorization Form	Timothy Stuart	Completed
	 Complete Consent to Drug Screening	Timothy Stuart	Completed
	 Complete Conviction Questionnaire	Timothy Stuart	Completed

04/22/2023

- Complete Temp/Seasonal Form Timothy Stuart Current
- Complete Temp/Seasonal Email form Timothy Stuart Current
- Send CareNow form (if needed) and order background check HR Talent Team Current

04/23/2023

- Create new EEID and promote to employee HR Talent Team Current

04/24/2023

- Complete Section 1 of New Hire Form Lisa and Caitlin Current
- Read and Complete Right of Action Waiver Form Timothy Stuart Current
- Download and Read City of Denton Employee Handbook and Benefits Timothy Stuart Current
- Complete Employee Information Timothy Stuart Current
- Complete the Self-Identification Form Timothy Stuart Current
- Read and complete the Video/Audio Recording and/or Monitoring form Timothy Stuart Current
- Review Policies and Complete Acknowledgement Timothy Stuart Current

04/25/2023

<input type="checkbox"/> Complete Authorization of Public Access to Personal Information Form	Timothy Stuart	Current
<input type="checkbox"/> Complete I-9	Timothy Stuart	Current
<input type="checkbox"/> Complete Emergency Contact Form	Timothy Stuart	Current
<input type="checkbox"/> Complete W-4	Timothy Stuart	Current
<input checked="" type="checkbox"/> Complete new user request form. Click on link below to complete this.	Sara Farris	Current
<input type="checkbox"/> Complete Direct Deposit Form	Timothy Stuart	Current
<input type="checkbox"/> Complete Section 2 of New Hire Form	Lisa and Caitlin	Pending
<input type="checkbox"/> Sign Receipt of Employee Handbook	Timothy Stuart	Pending

04/27/2023

<input type="checkbox"/> Complete I-9 for employee	HR Admin	Pending
<input checked="" type="checkbox"/> Review W-4	HR Admin	Pending
<input checked="" type="checkbox"/> Review Direct Deposit Form	Lisa and Caitlin	Pending
<input checked="" type="checkbox"/> Reach out to New Hire to confirm Start Date	Sara Farris	Current

04/27/2023

Reach out to New Hire to confirm Start Date

Sara Farris

Current

Download all new hire forms and documents and upload in Laserfiche

Joyce and Paige

Current

**HIRE DATE**

04/29/2023

**POSITION START DATE**

04/29/2023

04/29/2023

Complete to send to JDE

HR Admin

Current