**Departmental New Hire Checklist**

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Name Department

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Department Address / Phone Home Org / Start Date

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DH / SD Signature

* Application **(Please download the application from NEOGOV)**
* Vita/Resume **(Please download the vita/resume from NEOGOV)**
* Demographic Sheet
* MPSERS Verification (They should sign and date even if they did not participate)
* Questionnaire for Non-Michigan Residents (Only completed if they do not live in Michigan)
* Emergency Contact Form