

# PART I

## DACHS Hiring Checklist/ADMINISTRATIVE REQUIREMENTS

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**\*Required Record for "On-Site" staff file**

**Employee will COMPLETE:**

- Employee Information Form
- NMSU Application/Résumé  
Driver Record, *if applicable*)
- Hiring Confirmation Form
- I-9 Immigration Form/Driver's License  
SS Card & W-4
- \* Affidavit of Confidentiality
- \* Code of Ethics Agreement
- \* Declaration Form  
*(If Applicable):*
- Direct Deposit
- NM Retirement Form

**Employee (Regular Only) will OBTAIN:**

- Staff ID (Corbett Center, AUX Services)
- Parking Permit *(if on campus)*

**For the Master File:**

- TB Test
- \* Criminal Records Check
- \* CPR/First Aid Certification  
Certificate of Auto Insurance
- \* Defensive Driving Course Certification  
Copy of CDA/Degree *(if applicable)*
- Initial Physical Examination-All Staff  
*(within 60 days of hire)*
- \* Proof of 45-hr. "Entry Level" course or approved  
3 cr. hr. college course in Early Childhood  
Education *(if applicable)*

**Regular**

**Temporary**

**Employer will:**

- Schedule NMSU New Employee Orientation
- Order & Distribute Office Key
- Give Office Assignment
- Order Name Plate/Badge *(after probation)*
- Job Description *(also place in Personnel file)*
- Employment History Verification  
*(past 3 years)\_\_\_\_\_ (initial here)*
- References Checked \_\_\_\_  
*(completed by Central Office)*

**REVIEW:**

- Time and Leave data entry
- Probationary Period
- Benefits, Worker's Comp., SAVE

**DISTRIBUTE:**

- Fingerprint Cards *(for Criminal Records Check)*
- NMSU Calendar
- NMSU Quick List *(On Campus)*
- Site Location/Staff List/Phone #'s, *(current)*
- \* Training Log *(to be maintained by employee)*
- Head Start Program Goals & Scope
- First Aid Handout
- DACHS Employee Handbook  
*\*Signed acknowledgement after 30 days*

**Temporary Employees (subs): working 8 hrs. or more per week in the classroom, MUST HAVE:**

- TB Test Results
- Criminal Records Check
- Initial Physical Exam
- 45 hr. "Entry Level" course or approved 3 cr. hr. college course in Early Childhood Education

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

# PART II

## ADMINISTRATIVE HEAD START OVERVIEW:

- |   |                                    |                            |
|---|------------------------------------|----------------------------|
| Nation's Pride-Video                          | Written Plans                      | Mental Health/Disabilities |
| Overview of Head Start                        | Health/Nutrition                   | Education                  |
| Program Mission, Scope/Goals & Objectives     | Emergency Prep                     | Family Services            |
| Organizational Chart                          | Transportation                     | Transition                 |
| Program Operations Guides/Revised Regulations | * Universal Precautions (BBP, ECP) |                            |