

# Onboarding new employees

After your offer is accepted, it's time to collect all the right forms and signatures to properly set them up for employment.

- Send your new hire an official offer letter and new hire forms**
  - W-4
  - E-Verify
  - Form I-9
  - Direct Deposit form
  - State Tax Withholding
  - Company handbook
  - Uniform policy
  - Phone policy
  - ★ *Tip:* Whenever possible, send digital forms and accept e-signatures. This makes it easy for employees to complete their paperwork quickly, and even easier for you to keep track of it all. Workstream can help.
- Schedule your new hire's start date**
- Ensure they've completed all their onboarding forms**
  - ★ *Bonus:* Text reminders are an easy way to nudge employees to complete their paperwork.
- Register your new hire for orientation if applicable**
- Send rejection letters to candidates that were interviewed and not selected.** (You can find a rejection letter template on the next page!)