**Temp Onboarding Checklist**

**Confirm with Temp via Phone:**

* Day(s)
* Start and End time
* Address
* Parking info
* Attire
* Any additional info you need from them.
* They bring the necessary licenses and certifications for their position.
* They bring 2 forms of ID so you can add them to payroll.
* They have the skills you need to properly assist you.
* Their rate of pay.

**Once they arrive at your office for work.**

* Verify Certifications/licenses are current and make copies
* I-9
* W-4
* State tax withholding
* Emergency contact information
* Job description
* Handbook
* Confidentiality and Non-disclosure
* Paychecks/direct deposit
* Wage Notice (if applicable in your state)
* HBV declination (if applicable)
* Sick Leave Notice (if applicable in your state/county/city)

**Once all paperwork has been filled out.**

* Show them where they can put their stuff and take their break.
* Give them a tour of the office and make sure to show them where the supplies are and if there are any quirky machines.
* Show them where the bathrooms are.
* Introduce them to the staff.
* Review the schedule with them in great detail.
* Let them know who they should go to with questions or concerns.
* Let them know who to check out with at the end of the day.
* [Make sure they get paid correctly](https://blog.directdental.com/2019/07/18/how-to-pay-your-dental-temps/).