

HR Forms & Tools

Hiring

List of Included Documents

Fair Credit Reporting Act

- A Summary of Your Rights Under the Fair Credit Reporting Act
- Consumer Report Notification and Authorization
- Fair & Accurate Credit Transactions Act Information Disposal
- Fair Credit Reporting Act Tools & Notices
- Notice to Users of Consumer Reports –Obligations of Users Under the FCRA
- Using Consumer Reports: What Employers Need to Know

Hiring

- Affirmative Action - Hiring Selection Justification
- Affirmative Action Voluntary Survey
- Applicant List
- Application for Employment, Authorization to Release Information, and Affirmative Action Plan Voluntary Survey
- Application for Posted Position
- Becoming an Employee Friendly, Best Place to Work Employer
- Communication Systems Acknowledgment
- Confidentiality Agreement
- Employee Handbook Receipt and Acknowledgement
- Employee Referral Form
- Employment of Minors - Acknowledgement of Hours and Work
- Employment Tests and Selection Procedures: What's Legal?
- Human Resource Audit - Hiring
- I-9 Form (pdf file)
- I-9 Form Spanish (pdf file)
- I-9's – New Electronic Options and Frequently Asked Questions
- Independent Contractor Agreement
- Independent Contractor Audit Guide
- Independent Contractors vs. Employees – Do You Know Who is Coming to Work?
- Job Requisition
- Position Criteria for Screening of Applicants
- Position Opening (Posting)
- Sample Acknowledgement of Application/Resume
- Sample Consulting Agreement
- Stay Interview Questions

Interviewing

- 50 Good Interview Questions and a Few Other Tips to Help Managers Make Rightful Hires
- Are Your Interview Questions Legal?
- Effective Interviewing
- Interview Evaluation

Orientation

- Human Resources Orientation Tracking Sheet
- Supervisor Orientation Checklist



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Job Offers

- Job Offer Letter
- Job Rejection Letter
- Telephone Job Offer

References

- Driving Check Authorization
- Giving References and Avoiding the Legal Pitfalls
- Reference Check Summary
- Reference Checking – Do You Know Who You Are Hiring?
- Reference Checking Tips for Managers
- Telephone Reference Check
- Written Reference Request

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