



ANW Education Cooperative Checklist for "New Hire" Employees

- 1.) Completed both sides of Para request form and submitted to the Central Office.
- 2.) Received approval from Coop Administration to interview.
- 3.) Made sure the Central Office has a copy of your selected applicant's application.
- 4.) Completed the new hire reference check sheet.
- 5.) Contacted Coop Administration to inform them of your recommendation.
- 6.) Submitted ALL above paperwork to the attention of Coop Administration, Central Office, along with this check sheet.

***Administration will then do the final interview, set wage, and contact you to let you know their scheduled start date with you.*

**ALL PAPERWORK MUST BE DONE, SUBMITTED AND APPROVED PRIOR TO ANY
NEW HIRE BEGINNING EMPLOYMENT**