

# NEW EMPLOYEE INFORMATION SHEET

Client Name \_\_\_\_\_ Client Number \_\_\_\_\_

## Employee Information

Mr.  Miss Employee Name \_\_\_\_\_ SS# \_\_\_\_\_  
 Mrs.  Ms.

## Job Category (to be completed by supervisor)

**Officer or Manager**

Sets broad policy, exercises overall responsibility for unit (ex. executive, middle managers, plant or department managers, superintendents, salaried supervisors who are members of management).

**Professional**

Occupations requiring college degree (ex. architect, accountant, lawyer, teacher, engineer).

**Technician**

Requiring basic scientific knowledge and manual skills, may be acquired through a two-year college program or on-the-job training (ex. computer programmers, drafters, engineering aids, photographers, technical illustrators, medical and dental technicians).

**Sales Worker**

Occupations engaged primarily in direct sales (ex. sales representatives, cashiers, clerks, real estate agents and brokers).

**Office or Clerical**

Includes all clerical type work regardless of difficulty (ex. bookkeepers, collectors, messengers and office helpers, office machine operators including computer, secretary, legal assistant, shipping, and receiving clerk(s)).

**Craft Worker (skilled)**

Manual workers of relatively high skills; exercise independent judgement; have extensive period of training (includes building trades, hourly paid supervisors and lead operators who are not members of management, mechanics, skilled machinists, typesetters, electricians, painters, etc.)

**Operative (semi-skilled)**

Operate machine or processing equipment that can be mastered in a few weeks and receive limited training (ex. apprentices of skilled craft workers).

**Laborer (unskilled)**

Manual occupations which require no special training or may be learned in a few days with little or no independent judgement (ex. garage laborers, car washers and greasers, gardeners and grounds keepers, stevedores, laborers performing lifting, digging, mixing, loading and pulling operations).

**Service Workers**

Workers in protected and non-protected service occupations (ex. hospital attendants, personal service attendants, nurses aides and orderlies, cleaning people, cooks, counter and fountain workers, firefighters, guards, doorkeepers, janitors, police officers, waiters and waitresses, guides, ushers).

## Employment Information (to be completed by supervisor)

Job Title \_\_\_\_\_

Hire Date \_\_\_/\_\_\_/\_\_\_ Work State \_\_\_ Work County \_\_\_\_\_ Workers' Comp Code \_\_\_\_\_

Full time (>30 hrs)

Part time (<30 hrs)

Temporary

Seasonal

Union

Tipped

Expatriate

Hourly \$ \_\_\_\_\_ hr

Salary \$ \_\_\_\_\_ yr/per pay period

Commission

Draw Y / N

If yes, Percentage \_\_\_\_\_

Dollar amount \_\_\_\_\_

Exempt Y / N

Supervisor Y / N

Weekly

Semimonthly

Biweekly

Monthly

Dept. \_\_\_\_\_

Loc. \_\_\_\_\_

Job Cost Split:

\_\_\_\_\_

Orientation Team \_\_\_\_\_ Worksite Label Code \_\_\_\_\_ Original Hire Date \_\_\_\_\_ (Revised 10/24/00)