

**Diocese of Marquette
Parish Employee Hiring Checklist**

<u>✓ Completed</u>	
	Employment Application
	Job Description – verbally review with employee
	Offer of Employment letter – sent and accepted*
	Background Check – submitted <u>and cleared</u> **
	VIRTUS training registration <u>and completion</u>
	Background check updated in VIRTUS database
	Employee Handbook – given to employee
	Employee Handbook – verbally review Catholic morals policy with employee
	Employee Handbook - Acknowledgment signed and in personnel file
	I-9 form – verify ID, legal name, and ability to work in U.S.
	W-4s – federal and state
	Payroll setup documents
	Michigan Catholic Conference new employee benefit packet (if applicable) – download from MCC website, print, and provide
	Copy of this Checklist – completed, signed, dated, and in personnel file

*Use attached template.

**Any applicant whose background check shows a criminal conviction or plea of no contest (felony or misdemeanor) cannot be employed without written permission from the Bishop. Contact the Diocesan Director of Administration, Finance, and Human Resources.

CHECKLIST COMPLETED BY:

Signature: _____
Parish hiring manager

Date: _____

**Offer of Employment Letter
(Non-Contract Employees)**

[Date]

[Employee Name]

[Employee Address]

Dear [Employee Name]:

We are pleased to offer you the position of _____....