



**Department of Military  
Hire Packet  
Checklist for Onboarding**

**New Hire Name:** \_\_\_\_\_

**Position Number:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Unit/ML Area:** \_\_\_\_\_

**Hiring Official Name:** \_\_\_\_\_

**Hire Date:** \_\_\_\_\_

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**SUPERVISORS**

**Required Forms to Request a Position to be Advertised**

- DOTM-1017 Position Request Form
- DOM-106, Functional Job Description Form
- Interview Questions
- Interview Panelist Form
- KSA Knowledge Skills Abilities Score Sheet completed with weights
- Benchmarks Grouping (if Applicable) Only utilize if you have 10 or more applicants apply

**SUPERVISORS**

**Forms to be returned to HR within 1 week of Hire (more time may be needed depending on the New Hire work schedule.)**

- Supervisory Responsibility Form
- Functional Job Description (Signed by Employee and Supervisor)
- Compressed Work Schedule Form (Signed by Employee and Supervisor)

The employee may receive this form in orientation, but it is the supervisor's responsibility to ensure the forms are signed and returned to HR to file.

**HUMAN RESOURCE OFFICE--Forms Completed by HR**

- Agency Policy Acknowledgement Page
- Code of Ethics Acknowledgement Form
- Agency Policy Handbook
- Pay Forms W-4, Fed W-4, Direct Deposit etc.
- Benefits Booklet, and APERS Retirement Information, AR Diamond Plan, etc.