

Request for New Onboarding Form

Instructions

The purpose of this form is to obtain an agency POC we can contact directly with any questions pertaining to the development of the form as well as to document information about the form to be replicated in USA Staffing.

Please provide the following information about your agency and the form. Once this form is complete, please submit it to your USA Staffing Account Manager. Include a **blank PDF copy** of the form being requested for creation and if possible, a sample version that has been completed and/or list of response options showing how to populate certain fields.

Submitting Agency Information

Agency:	
Agency POC Name:	
POC Phone:	POC Email:

Form Information **NOTE:** A document type is automatically created upon form development. The number and name provided below will also serve as the document number and name. If the form number/name are being updated, so will the document type.

Form Number (max 40 characters):	USA Staffing Permission Category:	
Form Name:		
Is this an update to an existing form already available in USA Staffing?		Yes No
If yes, detail necessary update(s) here; use Other comments area below as needed:		
Does this form have an OMB Control Number?		Yes No
If no, refer to USA Staffing Statement of Service regarding agency responsibility for PRA compliance.		

Form Completion Steps / Requirements

Identify steps required for this form to reach a “complete” or “done” state:		
• Does HR need to answer any information on the form?	Yes	No
○ If yes, does any of that information need to be added <u>before</u> the new hire receives the form?	Yes	No
▪ If yes, specify the section(s) HR must complete first (e.g., #2, 5, 10):		
• Does HR need to actively review and accept the submitted the form?	Yes	No
• Does HR need to sign the form?	Yes	No
• Does HR need to confirm the new hire has printed the form?	Yes	No
• Does the form need to be signed by the new hire?	Yes	No
○ If yes, is the signature collected before or after EOD?	Before EOD	After EOD
○ If yes, does the new hire need to print and sign with pen/ink?	Yes	No
• Does the new hire need to print the form?	Yes	No
• Can the form be submitted prior to EOD or only after EOD?	Before EOD	After EOD
Other comments/form completion details:		