**Overtime Athletics: Instructor Employment File Checklist**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_ Application

\_\_\_\_\_ Interview Notes/Questions

\_\_\_\_\_ Background Check

**New Hire On-Boarding:**

\_\_\_\_\_ TOP SHEET

\_\_\_\_\_ Staff EMERGENCY CONTACT

\_\_\_\_\_ W4

\_\_\_\_\_ I9

\_\_\_\_\_ INSTRUCTOR AGREEMENT

\_\_\_\_\_ CHILD ABUSE AND INNAPROPRIATE CONTACT

\_\_\_\_\_ GENERAL KNOWLEDGE ANSWER SHEET

\_\_\_\_\_ CURRICULUM ANSWER SHEET

\_\_\_\_\_ HIGH FIVES MOMENT

\_\_\_\_\_ GAME PLAN

\_\_\_\_\_ CHILD PROTECTION

\_\_\_\_\_ EMPLOYEE PLEDGE

**Program Instructor Training (school year):**

\_\_\_\_\_ FYI Tutorial

\_\_\_\_\_ CLASS PROCEDURE ANSWER SHEET

\_\_\_\_\_ EMPAHSIS

\_\_\_\_\_ EMPLOYEE RECEIPT

**Camp Staff Training (summer session):**

\_\_\_\_\_ SUMMER CAMP HANDBOOK ANSWER SHEET

\_\_\_\_\_ PROFESSIONALISM ANSWER SHEET

\_\_\_\_\_ TECHNIQUE ANSWER SHEET

\_\_\_\_\_ TEASING AND BULLYING ANSWER SHEET

\_\_\_\_\_ HARRASSMENT ANSWER SHEET

\_\_\_\_\_ DISCIPLINING KIDS ANSWER SHEET

\_\_\_\_\_ HEALTH AND EMERGENCY ANSWER SHEET

\_\_\_\_\_ SUMMER TRAINING BOOKLET

\_\_\_\_\_ GAME PLAN AND EMPHASIS

\_\_\_\_\_ EMPLOYEE TRAINING RECEIPT

\_\_\_\_\_ DIRECTOR QUIZ (where applicable)