

# Oasis Massage Inc

## New Hire Checklist

All documents must be in employee file prior to starting their first shift and/or accepting their first appointment.

### Payroll

- Two forms of valid ID
- I-9
- W4
- W9
- MA form M-4 (only if you need deductions from wages, such as child support)
- Direct Deposit (optional)

### Practitioners Only

- Employee handbook and massage therapy compliance plan (digital)
- Valid massage license
- Massage certificate & proof of training(s) for all CEs
- Proof of insurance, with "Oasis Massage Inc" listed as AIE
- New practitioner service list
- Non-Disclosure & Non-Compete Agreement
- Current CPR Certificate (Available through Red Cross in an online course for \$35)

### Marketing

- Marketing permissions
- Photo and Bio (For Website)

Once all documents are submitted to HR, HR will schedule a 90-minute orientation meeting with the new hire and the Compliance Officer. HR will present the new hire with an Individual Employment Agreement with schedule. The Compliance Officer will cover policies and procedures, where things are located, how the business operates, and answer any questions the new hire might have at that time.