



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Metropolitan YMCA of the Oranges Position Change Checklist

To ensure the timely process of the employee payroll information, the following forms must be completed and submitted to the Human Resources Department PRIOR to the employee's first day of work.

Employee Name: _____

Branch: 1-AS 6-FL
(Circle one) 2-GB 7-WE

Hiring Supervisor: _____

4-EO 8-SM
5-WA 9-SC

Department: _____

Regular Position Change

- Contingent Offer Letter
- Position Change Form
- Photo and Video Release
- Position Description
- Performance Standards
- Mandatory Online Training Instructions
- Full Time Benefits Overview
(Regular Full-Time Employees Only)

Child Care and School Aged Child Care

- Background Check Clearance
- Health Form and Mantoux
- CARI
- Fingerprinting Appointment Date: _____

Summer Camp Transfers Only

- Background Check Clearance
- Voluntary Disclosure Statement
- Contingent Offer Letter
- Position Change Form
- Photo and Video Release
- Position Description
- Performance Standards
- Mandatory Online Training Instructions

Completed by Human Resources

- Welcome Letter
- Onboarding Checklist
- Employee Utilized HRIS
- Benefit Session Completed
- Training Completed
- CARI Approved
- Fingerprinting Approved
- Enrollment Forms Received
- MV Check