

First crew hire checklist

Use this checklist for the actual service, product, site and jurisdiction. Leave missing evidence unresolved until the responsible person confirms it. Record the decision and its source before proceeding.

Business job date and responsible person

- ☐ Define the workload, role, supervision and cash needed for the hire.
- ☐ Write essential tasks, skills, physical demands and training responsibilities.
- ☐ Verify worker classification using the actual working relationship.
- ☐ Check state pay, overtime, employer registration and insurance obligations.
- ☐ Follow the current official employment verification process.
- ☐ Prepare payroll records, hours, emergency contact and onboarding documents.
- ☐ Train the worker on task hazards, SDS, equipment and site controls before independent work.
- ☐ Review supervised performance and actual labor cost before expanding.

Unresolved items evidence and next action

Decision owner and follow up date

Sources and record notes

Author NPMCA. Worksheet version 1.0; guide record as of 2026-10-11. Technical limits and prices must come from the exact current product instructions, official rule or dated written quote.

IRS worker classification: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee>

USCIS Form I-9: <https://www.uscis.gov/i-9>

Guide: <https://www.npmca.org/start/hiring-crew>