



SECTION I

PRE-EMPLOYMENT

- ☐ DRE Participant/Employee Pre- Employment Requirement met (if applicable)
 - ☐ Receipt for Covid-19 Test
 - ☐ Receipt of Drug Test
 - ☐ Receipt Criminal Background Check
 - ☐ Receipt of Tetanus Shot
 - ☐ Receipt Physical Exam

- ☐ I-9 and all Right-to-Work Documentation

- ☐ Signed DR Job Description and Individual Work Plan



SECTION II

EMPLOYMENT

- ☐ DRE Participant/Employee's Start Date Documentation
- ☐ Documentation to confirm DRE Participant/Employee WIOA registration
- ☐ DRE Participant/Employee timesheets (signed by employer and supervisor)
- ☐ DRE Participant/Employee Training Record Sheet (including any required OSHA training and COVID safety training)
- ☐ Certifications Obtained (if applicable)
- ☐ Performance Evaluation Reports (if applicable)
- ☐ DRE Participant/Employee's Termination Documentation