

## Resource Assistant Paperwork Checklist

### Onboarding

- Email Acceptance of Internship Offer from Hire Letter
- Complete AirTable [Program Onboarding Form](#)
- Sign Position Description on PandaDoc
- Complete OF301A Volunteer Agreement
- Send OF301A Form to Site Supervisor and NYC Point of Contact
- Complete Person Model Number Instructions from Regional Coordinator
- Complete [Security Awareness Training](#)
- Complete WorkBright Onboarding Documents
  - Criminal History Check Consent & Disclosure Form
  - Driver Release Authorization Form
  - Assumption of Risk and Release Agreement
  - Emergency Contact Sheet
  - Medical History Questionnaire
  - Form I-9
  - Driver License Upload
  - Social Security Number Upload
  - Optional U.S. Passport Upload
  - Federal W4
  - State W4 (ID/OR Only)
  - Acknowledgement and Release
  - Code of Professional Ethics
  - Memorandum of Understanding
  - CIGNA Health Insurance Enrollment Form (Waiving/Accepting Coverage)
  - Payroll Advance Program Form (Payroll Draw)
  - Intuit Direct Deposit Form
  - Optional Voided Check (Recommended)

- Driver Insurance/Policy Upload

- Complete Occuscreen Background Check Authorization
- Complete and Pass Driver Training and [Quiz](#)

### During Internship

- Complete and Sign Production Log (Monthly or Last day)
  - [Online Production Submission Form](#)
- Complete Timesheets (Submitted and Signed by the 20<sup>th</sup> monthly)
  - [Online Timesheet Submission Form](#)
- Submit Reimbursement Requests Monthly
  - [Online Reimbursement Submission Form](#)
- [First Intern Check-In Form](#) (Completed One-Third Through Program)
- [Mid-Term Evaluation Form](#) (Completed Half-Way Through Program)

### Exiting Internship

- Complete Site Supervisor Evaluation
- Complete [Self-Evaluation Form](#)
- Complete any Incident Reports (As Needed)
- Complete [Internship Exit Form](#)
- Request Direct Hire Authority at 960 Hours or End of Internship
  - Submit Copy of Unofficial Transcripts
- Optional [After Internship Survey](#)