

NATIONAL ASSOCIATION OF REALTORS®
Human Resources Tool Kit

Training: New-Hire Employee Packet

- Information on all insurance benefits (overview, applications, summary plan descriptions and certificates)
- Federal I-9 form
- Federal tax forms
- State tax forms
- Emergency contact form
- Information on compensation program
- Handbook and acknowledgement form
- Telephone and Web site directory
- Information on organization events
- Scheduled holidays/time off
- List of acronyms, FAQs, buzzwords
- Mission/vision statement
- Organizational chart
- Names and titles of senior management
- Summary of each department/division
- Direct deposit form for payroll