



## NEW EMPLOYEE FILE CHECKLIST

New employee files require the following documents to be completed, signed and sent to the office prior to the end of the pay period in which the new employee starts.

EMPLOYEE NAME: \_\_\_\_\_

- New Employee File Checklist (This checklist)
- Orientation Checklist – Reviewed and signed
- Conditions of Employment – Reviewed and signed
- Non-Negotiables – Reviewed and signed
- Employee Data Sheet – All information complete, signed by manager
- Copy of employee's work permit (temporary foreign workers only)
- Employee's resume and application form

Please attach all documents to this checklist and send to office.