



New Employee Document Checklist

Instructions:

Provide the following documents to a new employee for their records. This is not inclusive of all documents that an employer may be required to provide to their employees.

- Employment Agreement (original, signed)
- Job Description (if not attached to Employment Agreement)
- Employment Standards Act Poster (current version) within 30 days
- If applicable, a [Written Agreement](#) for exceeding limits on hours of work under the ESA and the [Information Sheet](#) for Employees about Hours of Work
- Performance Appraisal Form for their job so they know how they will be evaluated
- Employee Handbook
- Health & Safety Manual
- Training Manuals, links, e-courses, etc.
- Benefits Plan & Enrollment Forms
- Other plans, booklets, and enrollment forms (e.g. for pension, RRSP, etc)
- A Company Equipment/Property Form that lists the devices, equipment, and/or tools the employee has received to perform the duties of his/her job