

CHECKLIST OF BUSINESS STRUCTURE DOCUMENTS



- ☐ **BUSINESS PLAN**
- ☐ **COMPANY POLICY STAFF HANDBOOK**
- ☐ **JOB DESCRIPTION**
- ☐ **STANDARD OPERATING PROCEDURES**
- ☐ **BIO DATA FORM**
- ☐ **EMPLOYMENT LETTER**
- ☐ **GUARANTORS FORM**
- ☐ **NON-DISCLOSURE AGREEMENT**
- ☐ **KEY PERFORMANCE INDICATORS**
- ☐ **INDUCTION CHECKLIST**
- ☐ **WELCOME PACK CHECKLIST**
- ☐ **INTERVIEW SUCCESS EMAIL**
- ☐ **REJECTION EMAIL**
- ☐ **STAFF MEETING CHECKLIST**
- ☐ **CONFIRMATION APPRAISAL FORM**
- ☐ **SELF-APPRAISAL FORM**
- ☐ **STAFF PERSONAL DEVELOPMENT PLAN**
- ☐ **LEAVE APPLICATION FORM**
- ☐ **APPROVAL MEMO**
- ☐ **EXIT CLEARANCE FORM**
- ☐ **PERFORMANCE REVIEW FORM**
- ☐ **WARNING /QUERY LETTER**
- ☐ **TRAINING FEEDBACK FORM**
- ☐ **SUSPENSION LETTER**
- ☐ **EXIT INTERVIEW FORM**
- ☐ **STAFF UNDERTAKING**
- ☐ **BUSINESS REPORTS**
- ☐ **FINANCIAL DOCUMENTS**
- ☐ **COMPLIANCE AND REGULATORY DOCUMENTS**
- ☐ **BUSINESS INSURANCE DOCUMENTS**

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