

Employer Documentation Kit Library



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member and working with the documents This is your starting point 101 Employment Relations and Holidays Act Checklist 102 Employee Personal File Checklist 103 Employee Personal File Checklist 104 Team Member Handbook Create your own guide with key information for new / existing team members about your policies and expectations of team members members about your policies and expectations of team members 105 Position Analysis Form Analyse what is involved in a position - this will help in developing the position description 106 Position Description Form Create a position description, which lists skills, experience and other requirements 107 Reference Check Form Record details of your reference checks when recruiting 108 Offer of Employment Letter Pormally advise the successful applicant of the offer of employment and start date 109 Unsuccessful Applicant Letter Advise other applicants that they have been unsuccessful in their application for a position 10 Pre-Induction 10 Pre-Induction Checklist Make sure all the necessary items and equipment are in place before the new team member starts 11 Induction Itinerary and Checklists Plan itinerary for the initial day(s) and check that relevant tasks have been completed as part of the employee's induction 12 New Team Member Form Record team member's contact details, bank details, etc 13 Team Member Change of Details Form Record team member's decision to opt in or out of KiwiSaver and any employee contributions made 14 KiwiSaver - Formal Acknowledgement Form Record team member's decisions to opt in or out of KiwiSaver and any employee contributions made 15 KiwiSaver - Letter Confirming Continuation 16 KiwiSaver - Letter Confirming Continuation 17 KiwiSaver - Week 4 Review Form - Week 8 Review team member's performance at the 4 week point Record team member's performance at the 4 week point Record team member's performance at the 4 week point Remuneration 18 Traial and Probation Guide Provide key information to you about trial and probation periods Review F	No	Document name	
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Team Member Handbook Create your own guide with key information for new / existing team members about your policies and expectations of team members Recruitment Position Analysis Form Analyse what is involved in a position - this will help in developing the position description, which lists skills, experience and other requirements Reference Check Form Create a position description, which lists skills, experience and other requirements Record details of your reference checks when recruiting Offer of Employment Letter Formally advise the successful applicant of the offer of employment and start date Unsuccessful Applicant Letter Advise other applicants that they have been unsuccessful in their application for a position Induction Induction Record details of your reference checks when recruiting Winsuccessful Applicant Letter Advise other applicants that they have been unsuccessful in their application for a position Induction Induction New Team Member Checklist Induction Itinerary and Checklists Plan itinerary for the initial day(s) and check that relevant tasks have been completed as part of the employee's induction Record team member's ontact details, bank details, etc Record team member's details KiwiSaver - Formal Acknowledgement Form Record team member's details Record team member's decisions to opt in or opt out of KiwiSaver and any employee contributions made KiwiSaver Employee Information Summary Form Record team member they have opted to continue KiwiSaver Continuation KiwiSaver - Letter Confirming Confirm to team member they have opted to continue KiwiSaver Continuation KiwiSaver - Letter Confirming Opt Out TrialProbation KiwiSaver - Letter Confirming Confirm to team member's performance at the 4 week point Review Form - Week 4 Review team member's performance at the 12 week point prior to confirmation or termination Remuneration Record benefits such as health insurance, vehicle, commission and pension paid to team member	01		Check your existing systems comply with the law, and that your
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	26		Claim expense reimbursement

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	Employment History and Skills Record		
27	Employment History with Current Firm	Record team member's employment history with current firm	
28	Employment History Prior to Current Firm	Record team member's employment history prior to them joining current firm	
29	Skills and Qualifications Record	Record employees skills and qualifications	
	Training and Development		
30	Training and Seminars Planner	Plan training and seminars for team using a calendar	
31	Training Record	Record training attended by individual team members	
32	Course Request form	Request a training course or seminar for a team member or a team	
33	Course Review form	Record individual's comments on course or seminar attended	
	Career Development / Performance Appraisal		
34	Career Development Form	Complete (by team members and reviewers) as part of performance appraisal / career development	
35	Career Development - Supervisor Evaluation of Team Member	Complete (by supervisors) prior to career development / performance review	
36	Career Development Action Form	Record action items determined during the career development process	
37	Career Development Review Salary Letter	Confirm salary increase as a result of career development / performance management review	
	Leave and Sick Leave		
38	Annual Leave Planner	Plan annual leave for team using a calendar	
39	Application for Leave	Apply for any leave (annual, sick, bereavement, etc)	
40	Holidays Cash Up Request	Request to cash up annual holidays	
41	Transfer of Public Holidays Request	Request and agree a transfer of a public holiday	
42	Absence and Lateness Record	Record a team member's sick leave and lateness and deductions from pay (if applicable)	
	Grievance		
43	Grievance Form	Record a grievance and the agreed solution	
	Resignation and Termination		
44	Acceptance of Resignation letter	Advise team member of formal acceptance of their resignation	
45	Termination of Employment letter	Confirm termination of employment, listing the reasons	
46	Employee Leaving Checklist	Check that items are returned, paperwork is provided and security changes are considered	
	Other		
47	Response to request for union access to the workplace	Formally respond to a request from a union to gain access to the workplace	