

## PLANNING AND DOCUMENTATION FOR EMPLOYMENT

1.	Employment documentation process
2.	Employment procedure
3.	Position and ideal person de3scription
4.	Application for employment
5.	Qualifications, skills and experience checklist
6.	Employment interview form
7.	Telephone reference checklist
8.	Acceptance letter
9.	Letter of offer
10.	Employment agreement
11.	Regret letter

<b>POST- EMPLOYMENT PROCESS &amp; MANAGEMENT</b>	
12.	Employment documentation checklist
13.	Employees information
14.	Hasmate employee's information
15.	Induction procedure
16.	Safety induction checklist
17.	Probationary management
18.	Employment probationary review
19.	Employee appraisal
20.	Employee appraisal form
21.	Exit interviewing
22.	Employment Exit interview form