



NEW EMPLOYEE CHECKLIST

NAME: _____

LAST

FIRST NAME

MIDDLE NAME

MUST COMPLETE AT ORIENTATION (DATE) _____

PLEASE SEND TO MARKET LEADER ONCE COMPLETED

- ☐ NEW EMPLOYEE HIRE FORM COMPLETE
- ☐ TD1 FORM COMPLETE
- ☐ TD1BC FORM COMPLETE
- ☐ VOID CHEQUE ATTACHED TO NEW HIRE FORM
- ☐ COPY OF SIN # (expiry date if applicable)
- ☐ COPY OF WORK PERMIT (if applicable)
- ☐ WSBC BULLYING & HARASSMENT POLICY
- ☐ WSBC SAFETY AND SECURITY POLICY
- ☐ CASH HANDLING POLICY
- ☐ HANDWASHING PROCEDURES
- ☐ EMPLOYEE UNIFORM AGREEMENT
- ☐ STAFF MEAL POLICY
- ☐ DISCOUNT POLICY
- ☐ HAVE LOG IN CREDENTIALS SET UP IN PTEU
- ☐ SHOW HOW TO SIGN IN/OUT EACH SHIFT

STORE MANAGER: _____

PRINT

SIGNATURE

MARKET LEADER VERIFICATION _____ (SIGNATURE)