CAR SERVICE CITY

TAKING ON A NEW EMPLOYEE

- ## When a new employee joins the group

  When a new employee joins the group, it is important that you get all the employees' correct information. All the listed items on the checklist are a requirement and will be stored safely in the employee's file. All documents need to be received and the correct procedure needs to be followed.

- ## Personal information

  The below list is all the personal information documents needed to open their staff file at the start of employment.

  - **CSC Personal information form**
  - **Valid ID/Passport**
  - **Valid Work permit (if applicable)**
  - **Valid VISA copy (If applicable)**
  - **Valid driver's license (if applicable)**
  - **Stamped Bank confirmation letter.**
  - **Copy of any qualifications (mandatory for qualified mechanics-red seal)**
  - **Employee emergency medical information form**

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- ## Company Policies

  When you employ a new staff member, it is important that they understand the main policies within the group, please ensure the employee reads through the below policies and understands what they are signing.

  - **Leave Policy**
  - **Loan Policy**
  - **Code of conduct**
  - **OHS**
  - **RMA**

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- **Training and Test**

Each branch needs to ensure that every new employee receives the adequate training required to perform their job function. Secretaries and managers need to receive the training file and full training at the branch for a minimum of four weeks.

Once training for the Secretaries and managers is completed, they will be required to write a test provided by Head Office to ensure that they understand the company policies and procedures. The pass mark for this test is 85%; if the employee doesn't pass, they will have the opportunity to rewrite the test in a month once more training has been given at the branch.

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NEW EMPLOYEE	
Name & Surname	
Branch:	
Manager:	
Date:	

Step No	Process	Completed	Comments
1	Personal Information form completed		
2	Valid ID / Passport copy		
3	Valid work permit copy (if applicable)		
4	Valid VISA copy (if applicable)		
5	Driver's license copy (if applicable)		
6	Bank confirmation letter - stamped		
7	Copy of any qualifications (mandatory for qualified mechanics - red seal)		
8	Employee emergency medical information form completed		
9	Company policies to be read and signed off		
	Leave Policy		
	Loan Policy		
	Code of Conduct		
	OHS		
	RMA		
10	Initial training received		
11	Test written (applicable to Managers & Secretaries)		
	Pass		
	Fail		

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