

**COMPANY
LOGO**

SAMPLE COMPANY

88, XXX Street,
XXX, NSW 0000

Phone: (02) 1234 5678

Fax: (02) 1234 5678

Web: www.sample.com.au

Email: info@sample.com.au

Staff Management System

Final Version (version 1.1)

Prepared By:

**Ralf Hartmann J.P.
Fellow ANRMA, AFCIA
0407 918 825**

**In conjunction with:
James Bond**

I N D E X

SMSA001	Application for employment
SMSA002	Transfer / secondment – consent and undertaking
SMSA003	Induction checklist
SMSA004	Exiting employee non disclosure form
SMSA005	Pre employment self medical
SMSA006	Statement of service
SMSA007	Reference checklist
SMSA008	Letter of appointment - casual
SMSA009	Letter of appointment - permanent
SMSA010	Anti discrimination acknowledgement
SMSA011	General new employee information form
SMSA012	Probationary period performance review
SMSA013	Probationary period review commentary
SMSA014	Annual performance review
SMSA015	Annual performance review commentary
SMSA016	Return of property checklist
SMSA017	Employee file note form
SMSA018	Successful completion of probationary period
SMSA019	Unsuccessful completion of probationary period
SMSA020	Application for internal vacancy
SMSA021	Exiting employee questionnaire
SMSA022	Claim for approved overtime
SMSA023	Leave application forms
SMSA024	Employee appraisal of training form
SMSA025	Employee record of training form
SMSA026	Grievance or complaint form
SMSA027	Record of meeting for grievance or complaint form
SMSA028	First written warning form
SMSA029	Second written warning form
SMSA030	Third & final written warning form
SMSA031	Letter of termination following written warning form
SMSA032	Letter of redundancy form
SMSA033	Employees response to annual performance review

End this Section.