

<b>Name:</b>	<b>Department:</b>		
<b>Start Date:</b>	<b>Title :</b>		
<b>DOCUMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
DMS Employee File Created			
CV			
Interview Notes			
Contract returned			
References			
Employee Details Form			
Starter Details Form			
DIS Form			
Eolas Starter Form			
Solicitor Check on Law Society Website effective (2014)			
PO Invoice no sent to Medmark			
PO Number			
Medical returned with invoice from Medmark			
Agency PO raised if applicable			
Practising Cert Required			
Refund Required			
Application required or existing available			
Applied for with the Law Society			
Copy of P Cert received			
Copy of Photo ID filed separately			
Added to T&A			
Added to Smartcove & Goal Plan created and/or employee re-activated			
Added to probation Checklist			
Scanned Contract to DMS?			
Is induction signed off?			
File in Cabinets			