# Employee File Checklist

* 1. National ID or Passport Copy
* 2. Signed Employment Contract
* 3. Resume/CV
* 4. Academic Certificates
* 5. Bank Account Details
* 6. Emergency Contact Information
* 7. Performance Evaluation Form
* 8. Attendance Record (if available)
* 9. Tax/Insurance Forms (if applicable)
* 10. Training Records (if any)