NEW TEAM MEMBER EMPLOYEE FILE CHECKLIST

Use this checklist to complete NTM Employee Files.

- Once complete, entire NTM Employee File should be uploaded to Snag.
- Hard copy of NTM Employee File should be kept in a safe, designated location for specified period of time p/RDO.



NTM FILE TO INCLUDE:

- New Team Member Employee File Checklist
- ☐ SBO Interview Guide
- ☐ New Team Member Training Schedule
- Tests
 - FOH: Check Writing Quiz, Abbreviations Test
 - BOH: Station Test
- Certifications
- ∇isual Validation Card
- ☐ Food Handler's Card