

Pre-employment Documentation Checklist for International Hires

Ensure a smooth hiring process with our comprehensive **pre-employment documentation checklist** designed specifically for international hires. This checklist helps verify all necessary legal and compliance documents, facilitating a seamless onboarding experience. Stay organized and compliant when hiring global talent.

Checklist

- Copy of valid passport
- Valid work visa or permit
- Proof of address (recent utility bill or bank statement)
- Updated curriculum vitae (CV) or resume
- Academic and professional certificates
- Reference letters
- Background check consent form
- Completed tax forms (as applicable)
- Signed employment contract
- Health and medical clearance (if required)
- Emergency contact information
- Bank details for payroll setup

Instructions

1. Review and collect all the required documents listed above.
2. Ensure that each document is up-to-date and valid at the time of submission.
3. Submit documents according to the HR department's guidelines and deadlines.
4. Keep digital and physical copies for your records.

For questions or further assistance, please contact the HR department.