



STAFF FILE INDEX

Permanent Records

1. Résumé
2. Academic Certificates
3. Application letter (if applicable)

Active Records

1. Performance Evaluations
2. Correspondence

NB: Documents with the most recent date should be inserted at the top of the category



STAFF FILE INDEX

Permanent Records

1. Résumé
2. Academic Certificates
3. Application letter (if applicable)

Active Records

1. Performance Evaluations
2. Correspondence

NB: Documents with the most recent date should be inserted at the top of the category.