EMPLOYEE PERSONNEL FILE CHECKLIST

1. **Primary Employee Information**

* Name, address, phone number
* Emergency contact details

1. **Employment History**

* Job application
* Resume
* Resume cover letter
* Education verification
* Education transcripts
* References
* Background check
* Job offer letter or employment contract
* Emergency contact information
* Signed employee handbook acknowledgment form showing receipt of the employee handbook
* Any other documents related to employment
* Sick leave, vacation, and leave of absence/sabbatical record

1. **Employee Performance Development**

* Performance goals
* Employee appraisals
* Attendance logs
* Performance improvement plan
* Training and professional development records, Requests for training
* Employee recognition, including awards and performance letter
* Written warnings and/or disciplinary hearings
* Complaints from customers or co-workers

1. **Legal Documentation**

* Employment contract
* IRS tax forms (W-4, I-9)
* Payroll and compensation information
* Employee benefits

1. **Employee Termination Records**

* Resignation letter/Termination letter
* Exit interview record
* Unemployment and insurance documents
* Final pay records (vacation, retirement etc.)