



## **Checklist for Personnel Files**

### **Personnel Documentation**

- Completed and signed employment application
- Job description (if applicable)
- Interview evaluation form
- Reference check verification form
- Results of non-medical pre-employment testing (if applicable)
- Acknowledgment of receipt of employee handbook
- Employment at Will, disclaimer of contract, and notification of right to change terms of employment (may be separate sign-off or noted in employee handbook receipt if in handbook)
- Consent to credit report and investigative background check (if applicable, must be in separate sign-off sheet and may not be included in employee application).
- Policy on protection of confidential information, including customer data and employee information (may be in separate sign-off or noted in employee handbook receipt if in handbook)
- Equal employment opportunity statement that all persons are encouraged to apply regardless of age, sex, religion, national origin, race disability or military status; policy against discrimination and harassment; and notification of compliant procedure (may be in separate sign-off or noted in employee handbook receipt if in handbook)
- A statement that accommodations are available to disabled applicants who need and request them (may be in separate sign-off or noted in employee handbook receipt if in handbook)

- Family and Medical Leave Act Policy (may be in separate sign-off or noted in employee handbook receipt if in handbook)
- Company drug and alcohol abuse policy acknowledgement (if applicable, may be in separate sign-off or noted in employee handbook receipt if included in handbook)
- Consent to drug test (if applicable)
- Completed Federal I-9 form
- Completed W-4 form
- State withholding or nonresident certificate
- Pay plan, signed by employee
- Notes on social media information on applicant/employee (if applicable)
- Personal data sheet
- Benefits Notification
- Medical insurance application or waiver form
- COBRA Notification (may be in separate sign-off sheet or noted in employee handbook receipt if in handbook)
- Other benefit enrollment documents
- Copy of driving record or waiver or driver eligibility
- Copy of driver's license
- Employee deduction authorization form
- Arbitration agreement acknowledgement (if applicable, may be separate sign-off or in detachable employee handbook receipt)

### **Special Agreements**

- Employment agreement (if applicable)

### **Special Licensing and Certifications**

- Copy of other license required by state or local law

## **Training Documents**

- Training sign-off sheet on:
  - the Company’s policy against discrimination and harassment and the procedures for filing a complaint
  - the Company’s social media policy
  - the Company’s policy on use of email, electronic communications, and text messages with customers
  - Job specific training
  - the Company’s hazardous communication program
  - the Company’s lockout/tagout program
  - the Company’s personal protective equipment program
  - the Company’s bloodborne pathogens program
  - Training sign-off sheet on the Company’s policy on packaging, handling, and shipping procedures for hazardous materials

## **Medical Files**

- Injuries/workers’ comp records
- Results of physicals, return to work documentation, FMLA and other “medical” related information.
- Results of drug tests (if applicable)
- Notice to Applicants (applicant accommodation form in case of a known disability)

## **Performance Updates**

- Completed performance review forms (where applicable)
- Record of disciplinary measures

## **Terminated Employees**

- Completed employment action form
- Completed exit interview form (if applicable)
- Benefits termination paperwork and COBRA notices are completed
- Employment termination agreement (if applicable)

## **Employees Not Hired**

- Copy of completed employment application
- Copy of credit report or investigative background check (if applicable)
- Copy of pre-adverse action notice (if applicable)
- Copy of completed adverse action notice (if applicable)