

# Employee Personnel File Checklist

Employee Name:

✓/Date	Document	Notes
	Employee Info/Emergency Contact Info	
	IRS Tax Docs (W-4, W-9)	
	Pay & Compensation Information	
	Employment Contract/Agreement	
	Benefits Enrollment Forms/Beneficiaries	
	Child Support Order or other legal docs	
	Workers Compensation Claims	
	Termination Documents (if no longer employed)	
	Offer Letter	
	Signed receipt of Employee Handbook	
	Signed Non-disclosure Agreement	
	Job Description	
	Job Application (if applicable)	
	Resume	
	References	
	Performance Evaluations	
	Warnings and/or Disciplinary Action Orders	
	Training & Certifications	
	Educational Transcripts	
	Time Off Records	
	Goal Setting Records	

**Key:** Items in blue should always be included if relevant. Items in pink are best practice, but not required.

	Other	
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