

**Personnel File Checklist**

1. **Basic Employee Information. □**
   1. Name, address, phone number. □
   2. Emergency contact details. □
2. **Employment History. □**
   1. Job application and/or resume. □
   2. Job offer letter. □
   3. Job description. □
   4. Education verification and transcripts (if applicable). □
   5. References. □
   6. Background check. □
   7. Any other documents related to employment. □
   8. Sick leave, vacation, and leave of absence/sabbatical records. □
3. **Employee Performance Development. □**
   1. Employee appraisals. □
   2. Attendance log. □
   3. Performance improvement plan. □
   4. Requests for training, transfer, and internal job applications. □
   5. Training and professional development records. □
   6. Employee recognition, including awards and performance letters. □
   7. Written warnings and/or disciplinary hearings. □
4. **Legal documentation. □**
   1. IRS tax forms (W-4, I-9). □
   2. Payroll and compensation information. □
   3. Employment contract. □
   4. Employee benefits. □
5. **Employee termination records. □**
   1. Resignation letter. □
   2. Termination letter (if applicable). □
   3. Exit interview records. □
   4. Unemployment and insurance documents. □
   5. Final pay records (vacation, retirement, etc.). □