

**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.). □