Personnel File Checklist

Basic Employee Information:

- Name, address, phone number.

- Emergency contact details.

Employment History:

- Job application and/or resume.

- Job offer letter.

- Job description.

- Education verification and transcripts (if applicable).

- References.

- Background check.

- Any other documents related to employment.

- Sick leave, vacation, and leave of absence/sabbatical records.

Employee Performance Development:

- Employee appraisals.

- Attendance log.

- Performance improvement plan.

- Requests for training, transfer, and internal job applications.

- Training and professional development records.

- Employee recognition, including awards and performance letters.

- Written warnings and/or disciplinary hearings.

Legal documentation:

- IRS tax forms (W-4, I-9).

- Payroll and compensation information.

- Employment contract.

- Employee benefits.

Employee Termination Records:

- Resignation letter.

- Termination letter (if applicable).

- Exit interview record.

- Unemployment and insurance documents.

- Final pay records (vacation, retirement etc.)