

# Employee File Folder Checklist



- ☐ Employee Info / Emergency Contact Info
- ☐ IRS Tax Does (W-4, W-9)
- ☐ Pay & Compensation Information
- ☐ Employment Contract / Agreement
- ☐ Benefits Enrollment Forms / Beneficiaries
- ☐ Child Support of other legal docs
- ☐ Workers Compensation
- ☐ Termination Documents (if no longer employed)
- ☐ Offer Letter
- ☐ Signed receipt of Employee Handbook
- ☐ Job Description
- ☐ Job Application
- ☐ Resume
- ☐ Performance Evaluation
- ☐ Warnings and/or Disciplinary Action
- ☐ Training & Certifications
- ☐ References/Background Check
- ☐ Drug Test

☐ Time Off Records

☐ Other

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