

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 dots
 - 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
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Time Off Records

Other

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