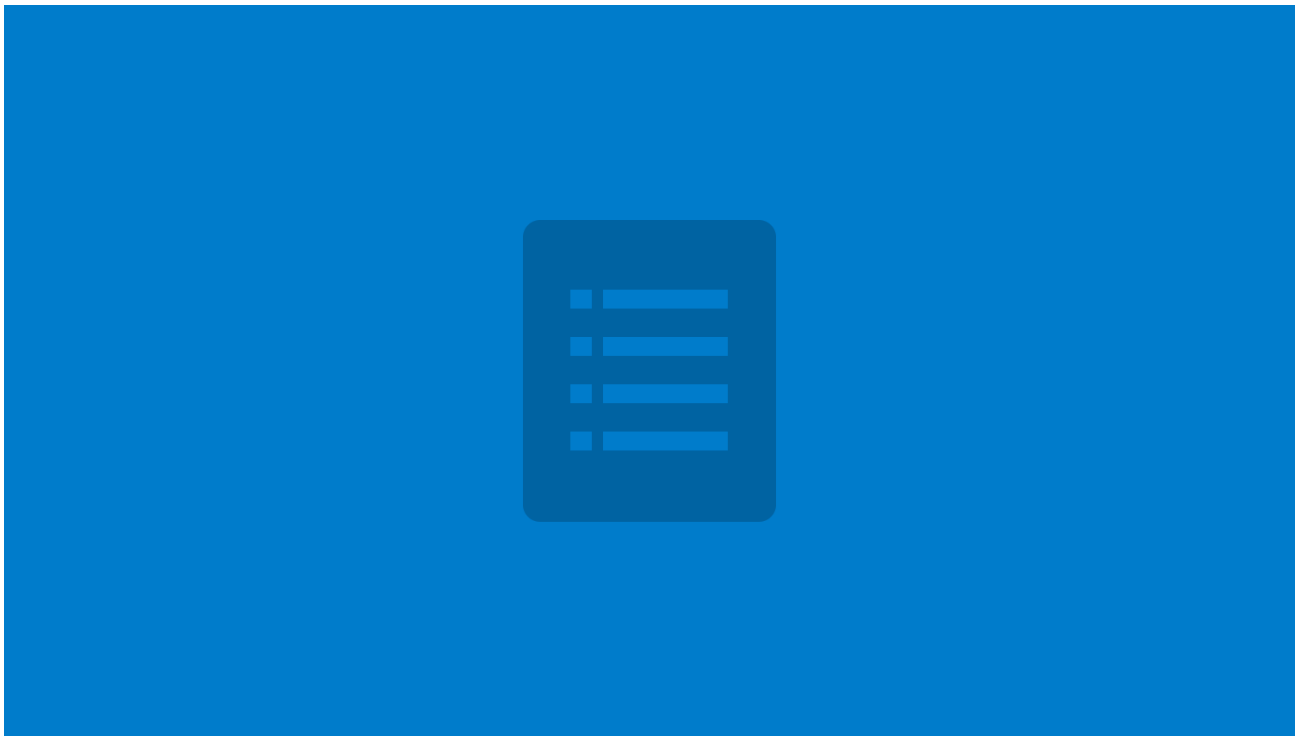
# Employee File Folder Checklist



- [ ] Employee Info / Emergency Contact Info
- [ ] IRS Tax Does (W-4. W-9)
- [ ] Pay & Compensation Information
- [ ] Employment Contract I 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

- [ ] Time Off Records
- [ ] Other

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