

# 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
- Time Off Records
- Other

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