Personnel File Document Checklist

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| **Documents** | **Yes** |
| *A Document with the following information:* |  |
| Home Address & Telephone Number(s) |  |
| Marital Status |  |
| Number of Dependants |  |
| Insurance Beneficiary |  |
| In Case of Emergency Contact & Phone Number |  |
| Tax Withholding Information |  |
| Completed Application and/or Resume |  |
| Employee Evaluations |  |
| Disciplinary Documents (warnings – both verbal and written) |  |
| Copies of Notices to Employees regarding Company Benefits |  |
| Communications from employee to employer, unless they contain the employee’s medical information |  |
| Any consent forms, acknowledgements, or authorizations signed by the employee |  |
| Any employment related contracts (non-compete, non-solicitation, etc…) |  |
| Documents pertaining to the employee’s terminations, such as the written exit interview |  |

***Note****: In order to ensure compliance with state and federal employment statutes, employers should ensure that all documents, whether formal or informal, are dated and signed. Also, employers should always keep medical information confidential and separate from the employment application.*