

# Employee Personnel File Checklist

Employee Name:

✓/Date	Document	Notes
	Employee Info/Emergency Contact Info	
	IRS Tax Docs (W-4, W-9)	
	Pay & Compensation Information	
	Employment Contract/Agreement	
	Benefits Enrollment Forms/Beneficiaries	
	Child Support or 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	

**Key:** Items in blue should always be included if relevant. Items in pink are best practice, but not required.