

# Checklist for Employee Files



Putting all your people pieces together

From the very beginning, you want to keep all the relevant information on your employees in a safe but accessible location. That doesn't necessarily mean it has to be papers in a file folder in the locked cabinet in the corner. It just means that you should have a centralized and organized system for tracking any significant actions regarding an individual's employment. Here are some items to keep in mind.

- Resume, cover letter and/or application form with job posting
- Job description and position questionnaire if applicable
- Employment agreement
  - Term contract
  - Permanent employment agreement
  - Terms and conditions of employment
- Payroll set up information
  - Tax deduction forms
  - Benefits enlistment form
  - Bank account for direct deposit
  - Mandatory garnishee orders, etc.
- Policy acknowledgement sign off
  - Confidentiality
  - Intellectual property
  - Ethics, etc.
- Criminal background check acknowledgement and results
- Professional designation certification/registration validation
- Performance management documentation
- Professional development accomplishments
- Transfer notices, layoffs and recalls
- Disciplinary records
- Absenteeism and lateness notices
- Termination documents
- Exit interview
- Unemployment and Worker's Compensation documentation
- Severance agreements and releases
- Medical record and/or injury reports (if appropriate and if sealed for restricted access only)
- Union membership records

*\*Please note that this is not a full list and that every situation is different.*

Let's start putting your people pieces together.

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