Employee personnel file checklist

Employee name _____ Employee ID _____ Start date _____

Checked by _____ Date _____

A. Personnel file

Tick when filed · write the date filed

HIRING

- ☐ Job application or resume — Date filed _____
- ☐ Interview notes — Date filed _____
- ☐ Reference checks — Date filed _____
- ☐ Offer letter — Date filed _____

CONTRACT AND JOB

- ☐ Signed employment contract — Date filed _____
- ☐ Job description (each version) — Date filed _____
- ☐ Signed handbook acknowledgment — Date filed _____
- ☐ Signed policy acknowledgments — Date filed _____
- ☐ Confidentiality / non-compete agreement — Date filed _____

PAY HISTORY

- ☐ Starting salary record — Date filed _____
- ☐ Each raise or bonus with effective date and approval — Date filed _____

LEAVE

- ☐ Leave requests and approvals — Date filed _____
- ☐ Yearly leave balance — Date filed _____
- ☐ Unpaid leave records — Date filed _____

PERFORMANCE

- ☐ Signed reviews — Date filed _____
- ☐ Goals — Date filed _____
- ☐ Recognition — Date filed _____

TRAINING

- ☐ Course records — Date filed _____
- ☐ Certificates with expiry dates — Date filed _____

DISCIPLINE

- ☐ Written warnings — Date filed _____
- ☐ Employee's response — Date filed _____
- ☐ Improvement plans — Date filed _____

SEPARATION

- ☐ Resignation or termination letter — Date filed _____
- ☐ Final pay calculation — Date filed _____
- ☐ Exit checklist — Date filed _____
- ☐ Experience / reference letter issued — Date filed _____
- ☐ Date system access ended — Date filed _____

CONTACT

- ☐ Emergency contact (dated) — Date filed _____
- ☐ Current address (dated) — Date filed _____

B. Keep these in separate restricted files

Tick when confirmed separate

- ☐ Medical records and sick notes
- ☐ Background and credit checks
- ☐ Investigation files
- ☐ Form I-9 (US) / right-to-work documents
- ☐ Equal-opportunity self-identification forms
- ☐ Payroll and tax forms, bank details

C. My retention schedule

Fill in the rules that apply to you

Record type	Keep for	Rule / source
Form I-9 (US)	*3 yrs after hire or 1 yr after leaving, whichever is later*	*USCIS M-274*