

## Personnel File Check List

<b>NEW HIRE/ ORIENTATION</b> <b>(inside of front cover)</b>	<b>FINANCE</b> <b>(front of divider)</b>	<b>TRAINING</b> <b>(backside of divider)</b>	<b>JOB PERFORMANCE</b> <b>(inside back cover)</b>
Personnel Checklist (Top Left side) Orientation (2nd on Left Side) Job Description ( 3 <sup>rd</sup> on Left Side) Application Resume Acknowledge receipt Policy & Procedures Statement of Confidentiality ADA Drug-Free Workplace Copy of Diploma Copy of License/Certification Working Papers (under 18 years of age) Conditional Employment Agreement Child Abuse Code Receipt Form PM 46 (CC, TP & VC) Consent to Check References MVR (Motor Vehicle Record) Criminal Background Check Form Criminal History Letter I-9 Copy of Social Security Card Copy of Driver's License Copy of Other Official Identification Employment History Release Service Letters Adult Abuse Release Adult Abuse Results Emergency Notification Form New Hire Listing	New Hire Form W-4 Offer Letter Payroll Status Change Payroll Deductions Insurance Applications Non- Medical Insurance Claims Benefit related information Etc.	CPR First Aid Certifications Conferences Attended Continuing Education Credits Etc.	Performance Evaluations Awards Disciplinary Actions