

Personnel File Index

Employee Name _____

Hire Date _____

- Status Payroll Form
- Emergency Contact Form
- Application
- Screening Notes
- Interview Notes
- Release to Obtain References (Signed)
- References
- Job Description (Signed)
- Employee Guidelines (Signed)
- Hepatitis Employee Notification
- Employer Support Agreement (Signed)

TRAINING

- Employee Training Log
- Confidentiality Statement (Signed)
- Training Certificates
- Employee Schedule

SUPERVISION

- Employee Supervision Plan
- Supervision Form
- Performance Related Letters
- Performance Reviews
- Performance Evaluations

Note:

I-9 documentation should be kept separate from Main Employee File & Supporting Documentation (all in one folder)

Criminal Background Reports should be kept separate from main Employee File (all in one folder)