



PERSONNEL FILE CHECKLIST/CONTENTS

- Employment agreement
- Employment history
- Current year salary and pay information
- Job Description(s) signed
- Performance Evaluations
- Corrective Action Documentation
- Performance memo's
- Certificates or honors
- Training/education agreements
- Emergency contact information
- Background check documentation
- Educational/credential verification documentation
- Address history
- Automobile insurance certification (if appropriate)
- Policy sign off sheets (personnel policies, safe environment church personnel agreement)
- Employment application
- Resume
- References
- Interview notes
- Other application documentation

To be kept separate from the personnel file:

- Any medical information including but not limited to Benefits enrollment forms and Family and Medical Leave forms
- Employment eligibility form I-9

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