



Employee File Checklist

<u>NUMBER</u>	<u>DOCUMENTS</u>	<u>FILED</u>
	(only items that are relevant to the individual should be on file)	
E1	Job description	
E2	Role profile / person specification	
E3	Job advert	
E4	C.V and cover letter	
E5	Interview questions and scoring sheet	
E6	Invitation to further interview if two stage process	
E7	Second interview questions and scoring sheet	
E8	Offer letter	
E9	Copies of educational certificates gained prior to employment	
E10	Two references:- 1 previous employer & 1 personal or both previous employer. N.B:- If a reference is received via email then copy of that email should be printed off and placed here. If a reference is gotten as part of a telephone call then notes should be taken against the questions asked and recorded and placed here	
E11	Signed copy of contract	
E12	Signature for the employee handbook	
E13	Next of kin / emergency contact details	
E14	Copy of a recognised form of I.D	
E15	Garda vetting form or signed self declaration form in lieu of Garda vetting	
E16	Doctor's certificates / social welfare documents	
E17	Details of any maternity/ parental or other leave taken	
E18	Copies of training certificates for training complete since joining	
E19	Performance review documents	
E20	Records of any disciplinary issues	
E21	Sign in sheet / clocking in system for staff attendance records	

E22	Copies of P60's	
E23	Copies of income levy certificates	
E24	Record of pension contributions	
E25	Weekly sign off sheet confirming, attendance & breaks as per the Organisation of work time act. (OWT1 form)	
E26	Signed holiday request form	
E27	Signed force majeure form	
E28	Signed self certification form	
E29	Signed training request form	
E30	Notification of any pay increases	
E31	Should the person leave then – Exit interview notes	
E32	Any references regarding the employee that may be asked for by another employer	

PLEASE NOTE

What should not be in a staff file?

- Insupportable opinions, for example, marginal notes on any document indicating management bias or discrimination.
- Any documentation relating to other individuals