### **Employee File Audit Checklist**

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Audit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Verification of Key Documents**

| **Document** | **Verified** | **Complete** | **Notes** |
| --- | --- | --- | --- |
| Employment Contract | ❑ | ❑ |  |
| Job Description | ❑ | ❑ |  |
| Tax Forms (e.g., W-4) | ❑ | ❑ |  |

#### **Compliance Check**

| **Document** | **Verified** | **Complete** | **Notes** |
| --- | --- | --- | --- |
| Signed Employee Handbook Acknowledgment | ❑ | ❑ |  |
| Safety/Compliance Training Record | ❑ | ❑ |  |
| Confidentiality Agreement | ❑ | ❑ |  |

#### **File Maintenance**

| **Aspect** | **Reviewed** | **Updated** | **Notes** |
| --- | --- | --- | --- |
| All Required Documents on File | ❑ | ❑ |  |
| Expiry Dates Checked (e.g., ID, Permits) | ❑ | ❑ |  |