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)	❏	❏	