### **HR Employee File Checklist**

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Hire:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Personal Information**

| **Document** | **Required** | **Received** | **Notes** |
| --- | --- | --- | --- |
| Government ID (e.g., Passport, SSN) | Yes | ❑ |  |
| Proof of Address | Yes | ❑ |  |
| Birth Certificate | Optional | ❑ |  |

#### **Employment Documents**

| **Document** | **Required** | **Received** | **Notes** |
| --- | --- | --- | --- |
| Offer Letter | Yes | ❑ |  |
| Signed Employment Agreement | Yes | ❑ |  |
| Job Description | Yes | ❑ |  |

#### **Policy Acknowledgments**

| **Document** | **Required** | **Received** | **Notes** |
| --- | --- | --- | --- |
| Employee Handbook Acknowledgment | Yes | ❑ |  |
| IT and Equipment Usage Agreement | Yes | ❑ |  |
| Non-Disclosure Agreement | Yes | ❑ |  |