

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	<input type="checkbox"/>	
Proof of Address	Yes	<input type="checkbox"/>	
Birth Certificate	Optional	<input type="checkbox"/>	

Employment Documents

Document	Required	Received	Notes
Offer Letter	Yes	<input type="checkbox"/>	
Signed Employment Agreement	Yes	<input type="checkbox"/>	
Job Description	Yes	<input type="checkbox"/>	

Policy Acknowledgments

Document	Required	Received	Notes
Employee Handbook Acknowledgment	Yes	<input type="checkbox"/>	
IT and Equipment Usage Agreement	Yes	<input type="checkbox"/>	
Non-Disclosure Agreement	Yes	<input type="checkbox"/>	