

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"/> | |