

Staff File Checklist – HR1

Please tick the forms that are contained in this staff members file and sign and date when actions are undertaken. File this checklist in the staff members file.

Staff Members Name		
Form	Action	Undertaken:
1. Pre- employment		
<input type="checkbox"/> Interview records	Filed in staff file.	
<input type="checkbox"/> Resume	Returned or if kept, with staff members permission	
<input type="checkbox"/> Reference check notes	Filed in staff file.	
<input type="checkbox"/> Letter of employment confirmation	Sent in duplicate. One copy retained by employee, one copy filed in staff file.	
2. New Employees		
<input type="checkbox"/> HR Suitability Checks	Complete and filed in staff file	
<input type="checkbox"/> Tax Declaration	Complete and lodged with relevant party. One copy filed in staff file.	
<input type="checkbox"/> Superannuation Documentation	Complete and sent to relevant provider.	
<input type="checkbox"/> Terms & Conditions of Employment	Complete Pay rate etc. Sign and file in staff file.	
<input type="checkbox"/> Policy & Procedure Declaration	Issued, explained and signed acknowledgement returned	
<input type="checkbox"/> Staff Induction Checklist	Print and complete. On completion, sign and file in staff file	
3. Additional Staff Records		
<input type="checkbox"/> Terms and Conditions of Employment - Amendments	<input type="checkbox"/> Code of Conduct	
<input type="checkbox"/> Leave Application	<input type="checkbox"/> Confidentiality Agreement	
<input type="checkbox"/> Training Records	<input type="checkbox"/> Position Description	
<input type="checkbox"/> Payroll Deduction Authority	<input type="checkbox"/> Supervision Records	
<input type="checkbox"/> Probation & Performance Reviews	<input type="checkbox"/> NDIS Worker Certification	
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Exit Process Records	
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Other (please specify)	