

Staff File Checklist – HR16

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 for future use.

Staff Members Name		
Form	Action	Undertaken:
1. Pre- employment		
<input type="checkbox"/> Interview record	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"/> Confidential Staff Records	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 acknowledgements returned and filed in staff members file.	
<input type="checkbox"/> Staff Induction Checklist	Print and complete. On completion, sign and file in staff file	
3. Additional Employee 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"/> Time in Lieu Accrual	<input type="checkbox"/>	
<input type="checkbox"/> Payroll Deduction Authority	<input type="checkbox"/>	
<input type="checkbox"/> Probation & Performance Reviews	<input type="checkbox"/>	
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/>	