

# Employee Personal File Checklist

(Strike through details that are not applicable)

## Recruitment

- Position description
- Application & CV
- Interview notes
- References
- Skills tests completed
- Behavioural profile
- Offer of employment letter copy

## Contractual

- Intended employment agreement prior to applicant signing - mark as draft
- Finalised employment agreement (& notes of discussions or correspondence re offer letter or employment agreement)
- Documents of variation, over course of employment

## Induction

- Induction itinerary
- Team member booklet
- Employee contact details recorded
- New team member form
- Signed IR330 form
- Emergency contact details recorded

## Remuneration

- Salary details & subsequent amendments
- Allowances
- Discretionary payments
- Wages & time records OR
- Reference confidential electronic file location

## Trial & Probation

- Trial period duration: \_\_\_\_\_ days
- Probation duration: \_\_\_\_\_ months
- 30 day/1 month review  report on file
- 60 day/2 month review  report on file
- 90 day/3 month review  report on file

## KiwiSaver/Superannuation

- KiwiSaver information form
- Employee's superannuation scheme documentation
- KiwiSaver entry/continuation correspondence OR
- Details of salary sacrifice (if applicable)
- Payroll updated confirmation notes

## Career Development Reviews

- Date: \_\_\_\_\_  report on file
- Date: \_\_\_\_\_  report on file
- Date: \_\_\_\_\_  report on file

## Salary Review

- Salary review forms
- Correspondence
- Payroll updated confirmation notes

## Disciplinary Review

- Verbal warnings
- Written warnings
- Interview records
- Investigations
- Correspondence
- Mediation records
- Outcomes

## General

- Employment history
- Skills & qualifications record
- Training record
- Absence/lateness record
- Benefits record

## Leave

- Leave taken, leave outstanding, alternative holidays
- Requests to cash up leave
- Requests to transfer public holidays
- Basis for payment calculation (e.g. relevant/average daily pay)
- Holiday & leave record OR
- Regular printouts from payroll system OR
- Reference to confidential file on drive

## Grievance

- Grievance forms
- Investigation reports
- Records of meetings
- Correspondence

## Termination

- Letter of resignation
- Acceptance of resignation
- Reference
- Exit interview
- Employee leaving checklist
- Verbal warning date: \_\_\_\_\_
- Written warning date: \_\_\_\_\_
- Second/final warning date: \_\_\_\_\_
- Termination (notice period) date: \_\_\_\_\_
- Termination of employment letter

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_