

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
- 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

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Letter of resignation <input type="checkbox"/> Acceptance of resignation <input type="checkbox"/> Reference | <ul style="list-style-type: none"> <input type="checkbox"/> Verbal warning date: _____ <input type="checkbox"/> Written warning date: _____ <input type="checkbox"/> Second/final warning date: _____ <input type="checkbox"/> Termination (notice period) date: _____ |
| <ul style="list-style-type: none"> <input type="checkbox"/> Exit interview <input type="checkbox"/> Employee leaving checklist | <ul style="list-style-type: none"> <input type="checkbox"/> Termination of employment letter |

Completed by: _____ Date: _____

Reviewed by: _____ Date: _____