

HR File Checklist

Employee's Name: _____
 Phone No.: _____
 Location: _____
 Shift: _____

Date of Hire: _____

HR RELATED DOCUMENTS

- Blue Folder Resume
- Red Folder Emergency Contact Form
- Yellow Folder Application
- Job Offer Letter
- Employment Agreement
- Confidentiality Statement
- Company Policy
- Vehicle Policy
- Receipt and Acknowledgment
- Child Abuse & Neglect
- Code of Ethics
- Job Description
- Green Folder Background Release Form
- Pinkerton Release Form
- Pinkerton Background Report
- CPS Form – Children's Homes Only
- FBI Background – Children's Homes Only
- HS Diploma
- References
- Purple Folder I-9 Form & Supporting Documents
- Orange Folder Physical
- TB Test Results
- Hepatitis B Vaccination Declination
- Gray Folder W – 4
- MW – 507
- Paycheck Policy
- Direct Deposit Documents
- Pink Annual Performance Evaluations
- Manila Folder New Hire Flow Form
- Media Release Form
- Picture (for employee badge)

Driving Record Only:
 Due: _____

If Applicable:
 Due: _____

Due: _____

DDA MANDATED TRAININGS

- Training Agreement
- CSC 10 - First Aid Due: _____
- CSC 11 - CPR Due: _____
- CSC 04 - Medication Administration Due: _____
- CSC 40 - Practical Due: _____
- CSC 02 - Behavioral Principles and Strategies Due: _____
- CSC 01 - Seizure Disorder
- CSC 05 - The Aging Process and the Special Needs of the Elderly
- CSC 06 - OSHA Due: _____
- CSC 07 - Community Integration and Inclusion
- CSC 08 - IDOOP
- CSC 09 - General Characteristics and Needs of Individuals
- CSC 12 - Fundamental Rights
- CSC 13 - Communicable Diseases
- CSC 14 - Supporting Individuals and their Families in Making Choices
- CSC 15 - Communication Skills

LOCATION SPECIFIC TRAININGS

- ALU Training
- IP/BP TRAININGS**
- _____ Due: _____
- _____ Due: _____
- _____ Due: _____
- _____ Due: _____
- _____ Due: _____

SPECIALIZED TRAININGS

(Specific for the individuals in the assigned location)

- _____
- _____
- _____
- _____

ADDITIONAL DDA MANDATED TRAININGS (CHILDREN)

(Required only for employees working with children)

- CSC 16 - Emergency Preparedness Due: _____
- CSC 19 - Child Abuse and Neglect Due: _____
- CSC 20 - Suicide Risk Assessment & Prevention Due: _____
- CSC 21 - Approved Forms of Discipline Due: _____
- CSC 24 - Parenting Issues Due: _____
- CSC 25 - Psychosocial and Emotional Needs Due: _____
- CSC 26 - Special Needs of the Population Served Due: _____
- CSC 27 - Child Development Due: _____
- CSC 28 - Role of the Child Care Employee Due: _____
- CSC 29 - Food Preparation Due: _____

CSC MANDATED TRAININGS

- CSC 19 - Abuse and Neglect
- CSC 29 - Food Handling and Preparation
- CSC 31 - ALU Management
- CSC 32/33 - IP&BP Training
- CSC 34 - Cultural Diversity
- CSC 36 - Emergency Preparedness
- CSC 37 - Incident Reporting
- CSC 38 - Defensive Driving

Comments: