

**HR Audit File Checklist**

Employee's Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_  
 Shift: \_\_\_\_\_

**\*CH- Only applies to Children's Homes**

**HR RELATED DOCUMENTS**

- Emergency**  Emergency Contact Form
- Employment**  Application (4 pgs)
- Job Offer Letter
- Employment Agreement (3 pgs)
- Confidentiality Statement
- Driver's License Policy
- Company Vehicle Policies (2 pgs)
- Receipt and Acknowledgment
- Abuse & Neglect
- Code of Ethics (2 pgs)
- Job Description- matches current job title
- Background**  Background Release Forms (3 pgs)
- HireRight
- Driving Record Due: \_\_\_\_\_
- CPS Form- \*CH
- Fingerprinting Result- \*CH
- Sex Offender Registry Search
- Exclusions Search
- References (3)
- Eligibility**  Form I-9 (in electronic folder/I-9 binder)
- Driver's License Exp: \_\_\_\_\_
- Social Security Card
- Work Authorization (EAD) Exp: \_\_\_\_\_
- Health**  Physical
- TB Test Results Due: \_\_\_\_\_
- Hepatitis B Vaccination Declination
- Tax Forms**  W – 4
- MW – 507
- Paycheck Policy
- Direct Deposit Documents
- Performance**  Annual Performance Evaluations Due: \_\_\_\_\_
- Office Matters**  New Hire Flow Form
- Media Release Form

**MANDATED TRAININGS (ALL STAFF)**

- Training Agreement
- ALU Training
- CSC 01 - Seizure Disorder
- CSC 02 - OSHA Due: \_\_\_\_\_
- CSC 03 - The Aging Process
- CSC 04 - Fundamental Rights
- CSC 05 - Community Integration
- CSC 06 - Supporting Individuals
- CSC 07 - General Characteristics
- CSC 08 - Communication Skills
- CSC 09 - IDOOP
- CSC 10 - Communicable Diseases
- CSC 11 - CPR Due: \_\_\_\_\_
- CSC 12 - First Aid Due: \_\_\_\_\_
- CSC 14 - Medication Administration Due: \_\_\_\_\_
- CSC 19 - Emergency Preparedness Due: \_\_\_\_\_
- CSC 25 - Food Preparation Due: \_\_\_\_\_
- CSC 26 - Cultural Diversity Due: \_\_\_\_\_
- CSC 27 - Incident Reporting Due: \_\_\_\_\_
- CSC 28 - Abuse and Neglect Due: \_\_\_\_\_
- CSC 29 - Fire Drill and Fire Safety Practice Due: \_\_\_\_\_
- CSC 30 - Defensive Driving Due: \_\_\_\_\_
- CSC 65 - Choking Prevention Due: \_\_\_\_\_
- CSC 66 - MANDT Due: \_\_\_\_\_
- CSC 67 - Work Place Violence Due: \_\_\_\_\_
- CSC 68 - Trauma Informed Care Due: \_\_\_\_\_

**CHILDREN MANDATED TRAININGS (\*CH)**

- CSC 15 - RCYCP Due: \_\_\_\_\_
- CSC 16 - Suicide Risk Assessment & Prevention Due: \_\_\_\_\_
- CSC 17 - Approved Forms of Discipline Due: \_\_\_\_\_
- CSC 18 - Child Abuse Due: \_\_\_\_\_
- CSC 20 - Special Needs of Population Served Due: \_\_\_\_\_
- CSC 21 - Psychosocial and Emotional Needs Due: \_\_\_\_\_
- CSC 22 - Parenting Issues, Collaboration with Due: \_\_\_\_\_
- CSC 23 - Role of the Child Care Employee Due: \_\_\_\_\_
- CSC 24 - Child Development Due: \_\_\_\_\_

**IP/BP TRAININGS**

- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_

**SPECIALIZED TRAININGS**

(Specific for the individuals in the assigned location)

- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_
- \_\_\_\_\_ Due: \_\_\_\_\_

Comments: