

# Employee Personal File Checklist



## ☐ Recruitment

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

## ☐ Induction

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

## ☐ 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

## ☐ Career Development Reviews

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

## ☐ Disciplinary Review

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

## ☐ 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)

## ☐ Grievance

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

## ☐ Termination

- ☐ Letter of resignation
- ☐ Acceptance of resignation
- ☐ Reference
- ☐ Exit interview
- ☐ Employee leaving checklist

## ☐ 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

## ☐ Remuneration

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

## ☐ KiwiSaver/Superannuation

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

## ☐ Salary Review

- ☐ Salary review forms
- ☐ Correspondence
- ☐ Payroll updated confirmation notes

## ☐ General

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

**BE MORE INFORMED**

HASTINGS 06 876 7159 / WAIPAWA 06 857 8901

[www.bm.co.nz](http://www.bm.co.nz)

growth  
farming  
knowledge  
strategy

Disclaimer: This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied up to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.