

NEW HIRE FILE CHECKLIST

Free small-business HR resource

HRCM | HUMAN RESOURCE CAPITAL MANAGEMENT

PROFESSIONAL HR TOOLS FOR GROWING BUSINESSES

01 HOW TO USE THIS RESOURCE

Use this checklist to organize the core records associated with a new employee. Keep medical and confidential records separate from the general personnel file.

QUICK TIP

Create the file structure before day one. Consistent filing makes future reviews, changes and offboarding much easier.

Before the employee starts

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| ☐ Signed offer letter or employment agreement |
| ☐ Current job description with title, duties and reporting relationship |
| ☐ Completed background or reference-check documentation, when applicable |
| ☐ New-hire information form with current contact and emergency-contact details |

Required onboarding records

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| ☐ Completed Form I-9 stored according to company practice and federal requirements |
| ☐ Completed federal and state withholding forms |
| ☐ Direct-deposit authorization, if offered |
| ☐ Required state new-hire reporting completed |

Policies and acknowledgements

☐ Employee handbook acknowledgement
☐ Confidentiality, technology and acceptable-use acknowledgements
☐ Benefits enrollment or waiver documentation
☐ Role-specific safety, licensing or training acknowledgements

File maintenance

☐ Personnel file access is limited to authorized individuals
☐ Medical, disability and leave records are stored separately
☐ A reminder is scheduled to review expiring credentials or documents
☐ The employee knows how to update personal information

Important: This resource provides general educational information and is not legal advice. Requirements may vary by location and business circumstances.