



Recruitment Resources Checklist

HR Forms

1. Job descriptions
2. Organizational chart
3. Salary schedule
4. Job application forms
5. Release forms for background checks/reference checks
6. Posted notices as required – EEOC, FLSA, FML, OSHA, etc.
7. Policy & procedures book
8. Confidentiality/non-compete forms

Employee Record:

1. Application & resume
 2. Company offer letter
 3. Results of reference or background checks
 4. Salary policies if applicable
 5. Confidentiality or non-compete agreements
 6. Signed personnel policy manual receipt
 7. Employment test scores
 8. Records of an training
 9. Performance reviews
 10. Commendation letters
 11. Disciplinary action memos
 12. Records of promotions, demotions or transfers
 13. Memo of resignation/termination notice/layoff notice
- Note; This is a legal document and should not include any personal notes of memos the HR staff or managers may have written to themselves.

I-9 Immigration & Naturalization forms

Keep in special file.

Payroll Records

1. W-4 withholding forms
2. Time cards or sheets
3. Payroll run record
4. Tax reports –monthly deposit records, quarterly tax reports:
 - a. Unemployment – FUTA, SUTA
 - b. Federal withhold, FICA & Medicare
 - c. State withhold
5. Payroll change form
6. Payroll spreadsheet – current salaries, etc of all employees; management reference

Payroll Checking Account

Can be rollover account

Pension/Employee Benefit Management

1. Up-to-date list of participants
2. Records of payments & deposits
3. Pension - review plan requirements, use professional assistanc