

Personnel File Checklist

General Employment Data

- Job Posting
- Completed Allied Employment Application
- Resume
- Signed Allied Employee Agreement Form
- Completed Allied Status Form
- Job Description
- Interview Questions / Responses
- Completed Interview Rating Form
- Emergency Contact Form

Payroll Information

- Federal W-4
- CT W-4
- I-9 Form
- Tax Information (if needed)
- Other Payroll Information (i.e. unemployment, wage garnishment, etc.)
- Weekly Timesheets Completed and Signed
- Any Payroll Correspondences

Performance Evaluations & Paperwork

- Performance Evaluations
- Attendance Information
- Any Written Information Regarding Disciplinary Action
- Letters / Forms Provided to Employee
- Individual Notes That Can Be Accessed

Termination Information

- Record of Reason for Termination
- Resignation Letter (if applicable)
- Termination Letter (if applicable)
- Unemployment Information / Forms (if applicable)

This information should only be used as a guide. It provides you with a list of information that may be important for you to keep and refer to as needed. If you have any additional questions, it is helpful to discuss this further with Allied Community Resources. Keep in mind, however, that organized information is very important. The more information the better!

Source: CT CPASS: You are the Employer: A Guide to Hiring And Managing Personal Assistant Services.
Adapted and printed with permission from the University of Connecticut A.J. Pappanikou Center for Excellence in Developmental Disabilities Education, Research, and Service



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Connecticut Community Care, Inc. Self-Directed Support Services

The preparation of this document was financed under an agreement with the Connecticut Council on Developmental Disabilities.