

# 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.**  
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## **Connecticut Community Care, Inc. Self-Directed Support Services**

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