

Employee File Checklist

Task	Status (✔ / ✖)	Notes
Signed Employment Contract		
Copy of ID or Passport		
Banking Details		
Tax Number		
Emergency Contact Info		
Signed Policies (Leave, Code of Conduct, etc.)		
Disciplinary Records (if applicable)		
Training Records		
Performance Review Notes		

📌 Use this for new hire setups or quarterly file audits.