



## What do you need to have on the personnel file?



- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a signed Letter of Offer / Employment contract on file?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the Bank Details form?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the Personal Details form?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have reference checks?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have background checks?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any psychometric tests?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the IT & Equipment Register?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have the training records?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any promotion, change of salary, Long Service Leave, Unpaid Leave or Parental Leave memos / notifications on file? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have all performance records?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have all Workplace Health & Safety records?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have accurate personal and annual leave approvals?  |

If you have answered 'No' to any of these you are either in breach of your legal compliance or alternatively not following 'best practice' employee relations. You should seek further qualified advice.