

# EMPLOYEE FILE MUST-HAVES

## Quick Guide for Small Business Owners

### What Belongs in the Employee File:



Job application, resume, offer letter, and job description



Signed acknowledgement of employee handbook



performance reviews and evaluations



Promotions, disciplinary actions, and warnings



Training certificates, awards or recognition



Termination notice and exit interview summary

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### What Should Be Stored Separately



Medical records such as doctor's notes, FMLA info, etc..



Workers comp documents



Background checks



Drug test results



I-9 forms



Payroll documents such as W-4 form, timecards, etc..