

Personnel File Checklist

Note: Every employee/staff file should contain the following documents

Sr. No.	Objective Element	Requirements	Yes	No
1	HRM	Is a personal file available for every staff member?	☐	☐
2	HRM	Does the personal file contain the appointment letter/appointment order?	☐	☐
3	HRM	Does the personal file contain the staff member's updated curriculum vitae (CV)/resume?	☐	☐
4	HRM	Are educational qualification certificates available in the personal file?	☐	☐
5	HRM	Are professional registration certificates/licences (where applicable) available and valid?	☐	☐
6	HRM	Is verification of educational qualifications and professional credentials documented?	☐	☐
7	HRM	Are pre-employment health checks documented in the personal file?	☐	☐
8	HRM	Are pre-employment medical fitness records available?	☐	☐
9	HRM	Are vaccination/immunization records maintained as per the organization's policy?	☐	☐
10	HRM	Is the employee's job description available and acknowledged by the staff member?	☐	☐
11	HRM	Are records of orientation/induction training available?	☐	☐
12	HRM	Are mandatory training records maintained and up to date?	☐	☐
13	HRM	Are continuing education/in-service training records maintained?	☐	☐
14	HRM	Are annual performance appraisal records available for the staff member for every year employment?	☐	☐
15	HRM	Are competency assessment records maintained, where applicable?	☐	☐
16	HRM	Are clinical privileges documented for clinicians and nursing professionals, where applicable?	☐	☐
17	HRM	Are privilege reviews/revisions documented at defined intervals, where applicable?	☐	☐
18	HRM	Are records of promotions, transfers, or change in designation maintained, where applicable?	☐	☐
19	HRM	Are disciplinary actions or corrective actions documented, where applicable?	☐	☐
20	HRM	Is the personal file complete, updated, and maintained in a confidential and secure manner?	☐	☐

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