

Quick Tips For:

PERSONNEL FILES

WHAT TO INCLUDE IN PERSONNEL FILES:

1. Pre-employment documentation
2. Hiring documentation
3. During employment documentation, which includes:
 - a. Compensation records
 - b. Performance evaluations
 - c. Discipline records
 - d. Training
4. End of the employment relationship documentation, which includes:
 - a. Exit interview forms
 - b. COBRA documents
 - c. Certification of return of company property

WHAT **NOT** TO INCLUDE IN PERSONNEL FILES:

1. Medical records
2. Background investigation records
3. OSHA claim or investigation records

For more information on these topics, visit Hill Wallack LLP's
Employment Law blog - <http://www.pa-nj-employmentlaw.com>

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