

Company Name and/or Logo Here

Employee File Checklist

Name _____

Address _____

Home Phone _____

Cell Phone _____

Other _____

Position _____

Reports To _____

Hire Date _____

Termination Date _____

The following items MUST be included in each employees file, please indicate when inserted.

	<u>Check if Included</u>
Employment Agreement	_____
NDA (may be embodied in employment agreement above)	_____
Proprietary Patents and Inventions Agreement (may be embodied in employment agreement above)	_____
Stock Option Agreement	_____
Acknowledgment of Receipt of Stock Option Plan	_____
Acknowledgement of Receipt of Employee Manual	_____
Employment Application	_____
W-4	_____
Cancelled Check if requested by employee	_____

Sample Preview