

## Audit for Employee File—Dietary

Employee: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Date of audit: \_\_\_\_\_

Audit completed by: \_\_\_\_\_

Paperwork	In Compliance	Comments
Signed job description/job offer form		
Resume, job application, educational transcripts		
Preemployment background-check documentation		
Completion of orientation training (signed statement)		
Sexual-harassment training completion form		
HIPPA training completion form		
PTO/vacation/sick-time records		
Payroll authorization records		
W-4 form for United States citizen		
I-9 form if an immigrant (must keep in Human Resources—department should not keep a copy)		
Any injury incident reports (separate file)		
Performance evaluations		
Disciplinary records		
Nominations for any employee awards, complimentary letters, etc		
401(k) paperwork		
Health insurance paperwork		
Annual competencies/mandatory education records		
Copies of any certificates/licenses pertinent to the position		
Collective bargaining records (if unionized)		
Summons for jury duty		
Unemployment insurance termination report		
Separate Medical File		
FMLA, personal leave, workers' compensation records		
Release to work form/doctor's excuse(s)		
Annual physical forms		
Emergency contact information		

Review Date 10/08

G-0790