



ARCHDIOCESE OF BALTIMORE

Parish Employee Personnel File Checklist

Employee Name:	
Position:	
Date of Hire:	
Interviewed by:	

Employment Documentation

- Employee Personnel File Checklist
- AOB Application for Employment
- Professional References (3)*
- Maryland Certification Level: Expiration:
- Resume
- Transcripts
- Notes From Interview
- Job Description
- W4 Federal Tax Withholding Form
- MW 507 State Tax Withholding Form
- Offer letter, Contract, MOU
- Personnel Action Form (PAF)
- Termination PAF
- Separation Summaries
- Resignation Letter
- I-9 Employment Eligibility Verification Form
Must be completed within the first three (3) days of employment. These forms should be filed separately from the personnel file, e.g. in a binder.
- Receipt of Handbook Form (annually or whenever handbook is revised)

Screening & Child and Youth Protection Requirements

CJIS Fingerprint	<u>Fingerprinted</u> Date	<u>State Results</u> Date	<u>Federal Results</u> Date
Negative results must be reviewed with the Division of Human Resources 410.547.5432			Date:
Consulted with :			

Documentation of completion of Archdiocese Child and Youth Protection Policy and Procedural Requirements as defined in the Statement of Policy for the Protection of Children & Youth.

Printed Virtus Summary View Page.

All of the above verified by:

Name: _____
 Position: _____
 Signature: _____

Professional Certifications

Equip for Ministry

Other

Evaluations

Observations
Semi Annual Evaluation
Annual Evaluation
Performance Improvement Plans
Goal Setting Form

Correspondence/Documentation

Disciplinary action documentation
Special Recognition/Awards
Documentation of exceptional situations

Contracts / Offer Letters / Compensation**

Wage / Salary Information
Offer Letter (non-contractual employees)

Attendance***

Daily attendance

Additional Important Information:

*A minimum of three (3) professional references must be checked, before an offer is made, for each applicant being considered for employment. If an Applicant has previously been employed at an Archdiocesan location, the hiring location must contact the prior location(s) and the Archdiocese's Division of Human Resources for references. (If an applicant has worked at multiple locations then all locations must be contacted for references.)

_____ (First and Last Name)	_____ (Organization/Company)	_____ (Relationship)
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**Wage Garnishments must be maintained with confidential payroll records and copies are not placed in the employee's personnel file.

*** Health related information such as doctor certificates re: medical leave or return to work release, Family Medical Leave, short and long term disability documentation, and health and life insurance applications should be maintained in a separate file for each employee.

Personnel files are to be kept for 10 years after the employee has resigned or has been terminated.