

Professional Certifications

- Courses
- Maryland State Department of Education Teaching Certification
- EQUIP
- Other

Evaluations

- Classroom Observations
- Professional Growth and Summative Evaluation
- Annual Evaluations
- 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)
- Contracts
- Renewal Addenda

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 Department 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)
(First and Last Name)	(Organization/Company)	(Relationship)
(First and Last Name)	(Organization/Company)	(Relationship)

**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.