

Human Resources Essential Documents

Running a business involves various human resources documents to ensure smooth operations and compliance with legal regulations.

LIST OF ESSENTIAL HR DOCUMENTS

Select all the documents your company needs to update or get started

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| ☐ Employment Application
A document used by employers to collect information from individuals who are applying for a job or position within their organization. | ☐ Confidentiality Agreement (NDA)
A document that ensures employees keep company information and trade secrets confidential. |
| ☐ Interview Questionnaires
A structured list of questions and prompts that are designed to be used during an interview. These are essential tools for employers to conduct fair, consistent, and legally compliant interviews. | ☐ Non-Compete Agreement
A contract that restricts employees from working for competitors or starting a competing business for a specified period after leaving your company. |
| ☐ Pre-adverse Action Notice
A communication that an employer, lender, or other entity sends to an individual before taking adverse action based on the results of a background check, credit report, or other information. | ☐ Proprietary Information and Invention Assignment Agreement (PIIA)
A legal contract that protects a company's intellectual property and confidential information while defining ownership of inventions and innovations created by employees or contractors during their tenure. |
| ☐ Adverse Action Notice
A written notification that informs an individual that they have been denied a certain benefit, service, or opportunity (in case of employers, denied a job). It is required by law in many situations. | ☐ Non-Solicitation Agreement
This document prohibits employees from soliciting your clients, customers, or other employees for a set period after leaving your company. |
| ☐ Offer Letters
Used to extend a formal job offer to new employees. It should include details such as job title, compensation, start date, and other terms and conditions of employment. | ☐ Employee Handbook
A comprehensive guide that outlines company policies, procedures, and expectations, covering areas such as attendance, dress code, conduct, and benefits. See list of policies that may require customization. |
| ☐ Reference Check Form
A questionnaire used by employers to gather information about a job applicant's background and qualifications from their references. | ☐ Job Descriptions
A formal document that outlines the responsibilities, duties, qualifications, and other relevant details for a specific position within an organization. It serves as a fundamental tool in the human resources and recruitment process. |

LIST OF ESSENTIAL HR DOCUMENTS - CONTINUED

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Employee Onboarding Checklist

A checklist to ensure that all necessary paperwork and training is completed, company property assigned, access to systems provided, etc. for new hires during the onboarding process.

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Employee Offboarding Checklist

A checklist to ensure that all necessary termination paperwork is completed, company property is returned, access to systems inactivated, etc.

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Benefits Enrollment Forms

If company offers benefit like health insurance or retirement plans, provide the necessary forms.

PAYROLL AND MISCELLANEOUS DOCUMENTS

The following documents are generally provided by payroll software platforms:

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Family and Medical Leave Act (FMLA) Forms

If applicable, these forms allow employees to request leave under FMLA. Applies to private sector employers with 50 or more employees.

Payroll Records

Detailed records of employee compensation, including pay stubs, tax withholdings, and other relevant financial information.

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Worker's Compensation Forms

Documents for reporting and managing workplace injuries.

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I-9 Form

This U.S. government form is used to verify the identity and employment eligibility of employees.

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Performance Appraisal Forms

Documents to assess and document employee performance and set goals for future development.

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W-4 Form

Used for federal income tax withholding purposes in the United States. It helps determine how much tax should be withheld from an employee's paycheck.

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Disciplinary Action Form

Written record used by organizations to document and manage instances of employee misconduct or violations of company policies.

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State Tax Withholding Forms

In addition to federal taxes, you may need state-specific tax withholding forms based on your location.

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Termination Letter

A formal letter used when terminating an employee's employment. It should specify the reason for termination and the last working day.

The following documents are generally provided by background check and drug testing service providers:

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Background Check Authorization Form

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Drug Testing Authorization Form

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Exit Interview Form

A questionnaire for departing employees to provide feedback on their experience at the company. **Written** record used by organizations to document and manage.