Employee Name:

Employee Designation:

Employee Department:

Employee ID:

| S. No | Documents | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Employment Application Form | | | |
| 2 | Interview Assessment Sheet | | | |
| 3 | Resume / Bio Data/Curriculum Vitae | | | |
| 4 | Pre-Employment Health Check Up | | | |
| 5 | Identity Proof Documents | | | |
| 6 | Aadhar Card | | | |
| 7 | PAN Card | | | |
| 8 | Voter Card | | | |
| 9 | Offer Letter | | | |
| 10 | Appointment Letter | | | |
| 11 | Educational Qualification Certificates | | | |
| 12 | Additional Training Certificates | | | |
| 13 | BLS/ACLS certificates | | | |
| 14 | Experience / Relieving/ Service/Salary Certificates | | | |
| 15 | Job Descriptions & Job Specifications | | | |
| 16 | Credentials | | | |
| 17 | Privileging Report | | | |
| 18 | Training Records | | | |
| 19 | Vaccination Record | | | |
| 20 | Annual Health Checkup | | | |
| 21 | Performance Appraisal | | | |
| 22 | Disciplinary/ Counseling Reports | | | |
| 23 | Confidentiality - Self declaration Form | | | |
| 24 | Exit Interview | | | |
| 25 | Other Records | | | |

Remarks:

Signature of HR Manager

Name/Emp ID of HR Manager:

Date: