

	Organization Name:		Document No:	QUXAT.F.56
	Title	Employee Personnel File - Checklist Document	Page No:	Page 1 of 1

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:

Issue No:	Issue Date:	Amend No:	Amend Date:	Copy No:
Prepared/Issued by:	Quality Manager	Approved by	Director	