Personnel File Checklist

Name: Position:

Hire Date:

Tab 1

_____   Job Announcement
_____   Job Description
_____   Resume
_____   Transcripts (if required)
_____   Offer Letter

Tab 2

_____   Employment/Change Form

Additional Steps

_____   Designation of Beneficiary Form (submit to Diocesan Benefits Administrator)
_____   Enter in BAS
_____   Complete I9 and File