



Updated 2/2017

Employee File Checklist

Please remember that personal files should be kept in a locked filing cabinet or in a locked electronic file. These files or cabinets should be kept in a room with limited access. Everything should be considered private and information should not be openly shared. Those who handle these sensitive documents should be trained on handling private information.

Hiring & Onboarding

- Interview (circle the method) Face-to-Face Video Call
- Employee or Volunteer Application/Form (if there is an organization form)
- References Checked (circle the number contacted) 1 2 3
- Internet Name Search
- Criminal Background Check: (circle all that apply) Federal State Local
- Checked Sex Offenders Registries

Child Protection Documents Signed:

- Child Protection Safeguarding Policy
- Whistleblower Policy
- Code of Ethics

- Child Protection Training Completed
- Photo ID Copy (Passport: if working or volunteering overseas -- in case of emergency)
- Registration with National Embassy (if working or volunteering overseas)
- Visa(s) (if working or volunteering overseas)
- Model Release Form¹
- Observation – Date: _____

¹ A Model Release Form allows the organization to use photographs taken during work for the purpose of advertising, marketing, and general communication.

