

# **PERSONNEL FILE SECTIONS**

## **SECTION 1**

- EMPLOYMENT APPLICATION OR RESUME
- INTERVIEW REVIEW
- 2 REFERENCES
- NEW Hire Form

## **SECTION 2**

- LICENSE COPY/VERIFICATION
- DIPLOMA/DEGREE TRANSCRIPT
- SOCIAL SECURITY CARD
- CPR CARD
- DRIVER'S LICENSE
- AUTO INSURANCE

## **SECTION 3**

- ORIENTATION CHECKLIST
- JOB ACCEPTANCE STATEMENT
- JOB DESCRIPTION
- EMPLOYEE EMERGENCY CONTACT FORM
- PERFORMANCE EVALUATION
- SKILLS COMPETENCY EVALUATIONS
- COUNSELING/DISCIPLINARY ACTIONS
- FLORIDA NEW HIRE FORM

## **SECTION 4**

- INSERVICES (HIPAA, Blood borne Pathogens, Medical Device Reporting, Infection Control, TB-Respiratory Disorders)
- CEUS (HIV/AIDS for HHA/CNA; 2 hour CEU on Alzheimer's disease for all direct care givers)
- CLASS CERTIFICATES

## **SECTION 5**

- CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION
- FIELD PRACTICES STATEMENT
- CONFIDENTIALITY STATEMENT
- POLICIES AND PROCEDURES STATEMENT
- PROTECTIVE EQUIPMENT STATEMENT
- EXIT INTERVIEW

## **SECTION 6**

- PAYROLL FORMS
- MISCELLANEOUS

## **SECTION 7**

- ANYTHING HEALTH RELATED
- IMMUNIZATIONS
- HEPATITIS DECLINATION/ACCEPTANCE
- CRIMINAL HISTORY CHECK/FORMS
- OTHER CONFIDENTIAL INFORMATION

## **SEPARATE FILE**

- ALL I – 9s / ALPHABETIZED IN ONE FOLDER