



## Community Choices Waiver Participant Direction Employee File Checklist

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

- Personal information (name, address, phone number)
- Job Description, signed
- Application/Resume (if applicable)
- Job reference checks
- Employment eligibility
- Criminal history and background investigations
- Employee Wages
- Training records along with specific tasks to be performed
- Emergency contact information
- Performance evaluations
- Disciplinary action
- Termination documents