Form Type: A(88)

DARUL HUDA ISLAMIC UNIVERSITY
Personnel File Overview / Checklist

This document should be attached to each employee's personnel file. Item listed below are recommended for inclusion.You can include additional item to the list. This is to be done as soon as new information available. Must be checked annually to confirm up to date and correct.

College:

Employee Name: *Staff Code:*   *Reg.No.*

Position: *Department:*

Tick when completed and in file.

▷ Completed Application Form	▷ Curriculum Vitae / Resume
▷ Copies of Qualification Certificates	▷ References Provided with Application
▷ Offer letter signed by both parties	▷ Position Description Details
▷ Photocopy of 2 forms of ID	▷ Experience Certificates
▷ Faculty Profile	▷ Staff Biodata
▷ Training or Workshops records	▷ Performance Appraisal Forms
▷ Teacher Self Evaluation forms	▷ Promotion summary
▷ Assignments / Additional Duties List	▷ Leave Details
▷ Service Termination Agreement	▷ Relieving Letter
▷ Institutional Belongings Inventory List	▷ Disciplinary action report
▷ Individual Attendance Record	▷ Employee progress report
▷ Relevant Medical Report	▷
▷	▷
▷	▷
▷	▷
▷	▷
▷	▷

Record of last time file updated

Sl.No.	Date updated	Signature of Authorised Person	Sl.No.	Date updated	Signature of Authorised Person
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		
15			16		
17			18		
19			20		

Review statement (write here a general comment about this employee):