

Document title



INTERNAL HR EMPLOYEE PROFILE TEMPLATE

This template focuses on detailed employee information relevant to HR. Use it to streamline onboarding, manage talent, and keep your personnel records current.

[Company logo, name, and address]

Internal HR employee profile	
Full name (legal and preferred)	
Job title and department	
Start date and tenure	
Employee ID number	
Work location (remote, hybrid, office) and time zone	
Manager and direct reports:	
Compensation details (salary, bonuses)	
Employment status (full-time, part-time, contractor)	
Visa/work authorization status	
Emergency contact information	



Payroll and benefits enrollment status	
Performance review dates/history	
Professional photograph (paste headshot or link to file)	
Custom field	