

Personnel Files Content

All personnel files for employees that work in the school will be reviewed to ensure all necessary documentation is in place.

*Files for personnel should contain and will be verified for:
Please create a tab/section for each below.*

- Contracts
- Evaluations
- PD plan and records
- Certifications for staff required
- Evidence of mentoring or orientation upon hire
- Critical Diocesan Policy Sign Off Form
- TB and /or appropriate health information

Trainings/ Screenings verified. This can be a list of staff who has completed the following trainings:

CPR/ First Aid
Virtus compliance
Ethics
Background Check