

Personnel Files



Do you need an HR audit?

The quiz below is designed to help you determine if you are properly maintaining your personnel files.

- 1) Our organization keeps medical information separate from general files.
- 2) Our personnel files are locked up in a secure location.
- 3) We allow employees access to their personnel file upon request.
- 4) Our organization is familiar with state and federal requirements when it comes to retaining personnel files.
- 5) We know which documents we must maintain longer than the general personnel files.
- 6) Our general personnel files are free of any information revealing protected characteristics of our employees.
- 7) We know if our state requires us to have procedures in place allowing employees to challenge information contained in their personnel file.

How did you answer? If you answered "no" to more than two of the above questions, you might consider having Express conduct an HR audit or subscribing to Express Personnel's HR Hotline. Contact your Express Personnel Services representative today for more details.