



STAFF HR FILE CHECK LIST



KLOE S3 – Practice:	Date				
	Staff member role	Staff member role	Staff member role	Staff member role	Staff member role
Application form/CV					
Interview summary					
Gaps in employment explained					
2 x References prior to appointment. Is one ref most recent employer?					
Job description					
Induction					
Confidentiality agreement					
Qualifications ID Professional registration					
Registration checked annually?					
CRB/DBS or risk assessment					
Pre-employment medical questionnaire					
Hep B					
Appraisal date					
Supervision					
Training					
GPs indemnity insurance					