# Personnel File Review Checklist

## GENERAL INFORMATION

| | | | |
|---|---|---|---|
| **Contractor Name:** | select | **Service Area:** | select |
| | **Sub Contractor Name:** | | |

## STAFF INFORMATION

| | |
|---|---|
| **Staff Name:** | |
| **Position:** | |
| **Degree Required based on Job Duties:** | select |
| **Date of Hire:** | |
| **Date of Initial Direct Contact:** | |

## REVIEWER INFORMATION

| | | | |
|---|---|---|---|
| **1st Level Reviewer Name:** | | **1st Review Date:** | |
| **2nd Level Reviewer Name:** | | **2nd Review Date:** | |

## REVIEW QUESTIONS

### BACKGROUND CHECKS

| | |
|---|---|
| 1. National<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 2. Out of State<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 3. In State<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 4. Local or Statewide<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 5. Internet Search<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 6. Ongoing Background Checks<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 7. Exceptions<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 8. Record Maintenance<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 8a. Staffs Work Eligibility<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 8b. U.S. Attestation Form<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 8c. Alien Verification<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |

## TRANSPORTATION

| | |
|---|---|
| 4. Driver's License<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 5. Automobile Liability & Medical Insurance Coverage<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 6. Points Assessed<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 7. Limitations<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 8. Defensive Driving Course<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |

## DRUG SCREENING

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|---|---|
| 9. Drug Tests<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |

## REFERENCES

| | |
|---|---|
| 10. Home Study Staff Only<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |

## EDUCATION

| | |
|---|---|
| 11. All Employees<br>*Reviewer Comments:* | ☐Y ☐N |
| 12. Home Study Staff Only<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 13. Service Coordinator & Service Coordinator Supervisor<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |

## TRAINING

| | |
|---|---|
| 14. All Staff (Initial Training)<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 15. All Staff (Ongoing Training)<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 16. Multi-Ethnic Placement/Inter-Ethnic Adoption Provision<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 17. ICWA Training<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 18. Service Coordinator & Service Coordinator Supervisor<br>(CFS Pre Service Training)<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |
| 19. Service Coordinator & Service Coordinator Supervisor<br>(Ongoing Training)<br>*Reviewer Comments:* | ☐Y ☐N ☐N/A |