

# COE SCHOOL GUIDE – EMPLOYEE FILE DOCUMENTS

## Bayside Projects Consulting Free Download Reference Guide

Suggested employee/contractor file documents for COE-accredited schools. The list of documents may vary depending on the institution's human resources policies. We recommend confirming your employee/contractor files comply with best practices, licensing, COE, and any additional regulatory standards that may apply.

1	Employee File Checklist
2	Employment Application
3	Valid Picture ID
4	W4/W9 Form
5	COE Personnel Form
6	Forms Required by State Licensing Agency and Additional Applicable Regulatory Agencies
7	Job Description
8	Current Resume
9	Confidentiality and Non-Disclosure Acknowledgement Form
10	Admissions Policies and Practices Acknowledgement Form
11	Drug-Free Statement and Campus Security Form
12	Video and Photograph Consent Form
13	New Employee Orientation
14	New Faculty Orientation
15	Diploma and Official Transcripts
16	License and Certification when Required for Employment
17	Certificates for Continuing Education – 8 hours annually –
18	Annual Employee Performance Review
19	Professional Development Plan
20	Faculty Evaluation/Classroom Observation – annually -
21	Faculty Contact with Employers Sheet
22	Background Check
23	Miscellaneous

Need assistance with your institution's COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)