

ACCET ON-SITE VISIT – PERSONNEL FILE/QUALIFICATIONS CHECKLIST

Institution/Location: _____

Date: _____

Employee Name	Doc 6 (yes/no)	Resume (yes/no)	Full- or Part- Time	Hire Date	Position	Education & Training	Relevant Work Experience	Certificates or Licenses, If Applicable	Last Employee Evaluation (date)	In-Service & Professional Development	W-4 or W-9 (yes/no)	I-9 (yes/no)	Other Information (specify below)		
													1	2	3
<i>Example: Joe Brown</i>	<i>Yes</i>	<i>Yes</i>	<i>FT</i>	<i>1/15/11</i>	<i>IEP Instructor</i>	<i>BA – English 2005</i>	<i>ESL Instructor – 2007-2011</i>	<i>TEFL Certificate 2007</i>	<i>1/15/12</i>	<i>NAFSA Conference 1/12; 3 in-services in 2012</i>	<i>Yes</i>	<i>Yes</i>			

Other Information (Specify): (1) _____ (2) _____ (3) _____