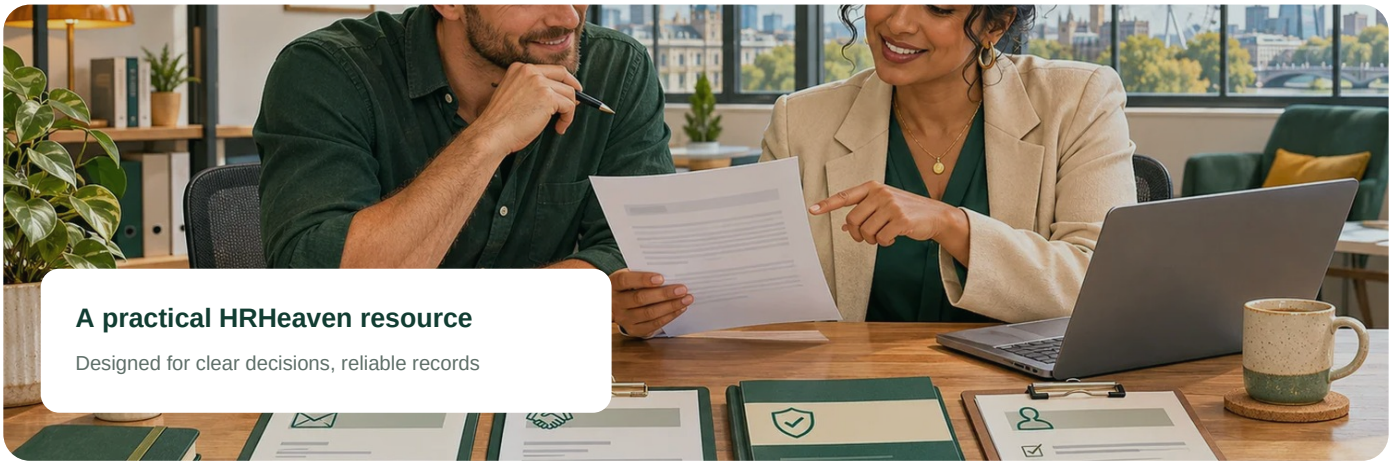
EMPLOYER CONTROL PACK

HR contracts and documents checklist

How to use this checklist

Use this lifecycle checklist to identify the contracts, records and supporting documents your organisation should control.

Tick each box and type directly into the field beneath each item, or print and complete by hand.



A practical HRHeaven resource

Designed for clear decisions, reliable records

1

WORKFORCE PLANNING

COMPLETE

Role approval and job description

Approve the duties, reporting line and authority before recruitment.

☐

OWNER: Hiring manager **EVIDENCE: Approved version**

2

RECRUITMENT

COMPLETE

Offer letter

Record the proposed appointment, conditions and intended start date.

☐

OWNER: Hiring manager **EVIDENCE: Accepted version and date**

3

PRE-EMPLOYMENT

COMPLETE

Right-to-work record

Complete the prescribed check and record any follow-up date.

☐

OWNER: Authorised checker **EVIDENCE: Secure check record**

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EMPLOYER CONTROL PACK

HR contracts and documents checklist

Maintain the employment record

Store signed versions securely, control access and record the date and reason for each update.

4 EMPLOYMENT

Employment contract and written particulars

Record the agreed terms and required employment information.

COMPLETE ☐

OWNER: Employer / authorised signatory

EVIDENCE: Accepted version and date

5 POLICIES

Employee handbook

Provide current policies, standards and reporting routes.

COMPLETE ☐

OWNER: HR / policy owner

EVIDENCE: Version and review date

6 ONBOARDING

New starter checklist

Allocate induction, access, equipment, safety and training actions.

COMPLETE ☐

OWNER: Line manager

EVIDENCE: Completed dated checklist

7 DEVELOPMENT

Probation objectives and reviews

Record expectations, support, evidence and decisions.

COMPLETE ☐

OWNER: Line manager

EVIDENCE: Meeting notes and outcome

8 CHANGES

Variation letter or revised contract

Confirm agreed changes and their effective date.

COMPLETE ☐

OWNER: Authorised manager

EVIDENCE: Old and new versions

9 EMPLOYMENT RECORDS

Training, absence, leave and employee-relations records

Support lawful, consistent and evidence-based management.

COMPLETE ☐

OWNER: Relevant process owner

EVIDENCE: Dated, access-controlled record

10 EXIT

Notice, outcome, final pay and return checklist

Record the end of employment and every outstanding action.

COMPLETE ☐

OWNER: Manager, HR and payroll

EVIDENCE: Final versions and audit trail

Official sources and review note

GOV.UK - Written statement of employment particulars

Acas - Employment contracts

Review current law and guidance before relying on this resource. This is practical information, not legal advice.