



These are just a few examples - does not include all types of HR forms

- Address/Name Change
- Accident / Incident report form
- Attendance Records
- Award and Recognition
- Job / Position Description
- Company property form
- Criminal History / FCRA – authorization forms
- Direct Deposit Form
- Emergency contact form
- Employee Acknowledgement forms
- Employment Application –legal/proper wording & at will clause
- Employee's First Report of Accident/Injury
- Employee Self Assessment
- Employee Expense report form
- Exit interview forms
- FMLA Request & other forms
- Harassment forms
- Request for new hire forms
- Request to inspect personnel file
- Request to transfer form
- Tuition Reimbursement form
- I-9 (Employee Eligibility Form)
- Time off / Leave - Request for Approval – form
- Training Records / Training sign-in sheets
- Personnel Action Form Status Change form
- PIPs (Performance Improvement Plans)
- Record of Interview
- Reference checking forms – questions to ask
- Tax withholding forms
 - W-4-Federal Withholding Form & State tax form
 - W-9 form
 - Time sheets
- Written Notice / Employee Counseling / Corrective Action / Written reprimand / Disciplinary forms