Human Resource File Review Sheet

Name of Staff / Job Position	Job Description (HR.1)	Verification of Current License / Registration / Certification (HR.2)	Initial (Orientation) Assessment of Competency, including any skill/competency list(s) (only those hired since last survey) (HR.4)	Performance Evaluation (HR.5)		
				Most Recent Performance Evaluation including any skill/competency list(s)	Age Specific Competence for staff who provide direct patient care to patients of different age groups	Performance Specific Skill / competency