

# Commercial Contract

## EMPLOYEE PERSONAL FILE



*Empowered lives.  
Resilient nations.*



## Small and Medium Enterprises Development Authority

### Ministry of Industries & Production

### Government of Pakistan

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## **Employee Personal File**

Pro-Gole (Right to do Business)

Legal Services, B&SDS

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### LEGAL SERVICES, SMEDA

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

### Pro-GOLE, (Right to do Business)

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

### The Need for Commercial Contracts Templates

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

### Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions with reference to employment matters. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

Information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

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### 12. EMPLOYEE PERSONAL FILE

#### 1. Employment History

- Job Application
- Resume Cover Letter
- Resume
- Prescreening notes
- Interview and Selection Notes
- Education Verification
- Employment Verification
- Employment and Personal Reference Checks
- Other Background Checks and Verification
- Position Job Description
- Job Analysis Records
- Job Offer Letter or Employment Contract
- Emergency Contact Information
- Self-Identification Form
- Signed Employee Handbook Acknowledgment Form showing Receipt of Employee Handbook
- Any Relocation Agreements and Documentation
- Any Contract, Written Agreement, Receipt, or Acknowledgment between the Employee and the Employer (for instance a Non Compete Agreement, a Confidentiality Agreement, or an Agreement relating to a Company-Provided Car etc.)
- Life of Employment Official Forms including: Requests for Transfer, Promotion, Internal Job Applications, etc.
- Any other Documentation related to Employment

#### 2. Employee Performance Development and Improvement

- Copies of any Performance Appraisal used or Employee Development Plans
- Employee Self-Assessments
- Records from any Formal Counseling Sessions
- Notes on Attendance and Punctuality
- Performance Improvement Plan Documentation
- Disciplinary Action Reports
- Employee Assistance Referrals

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- Employee Recognition Presented such as Certificates, Recognition Letters, etc.
- Employee Formal Suggestions and Recommendations, Organization Responses
- Training Records
- Requests for Training
- Competencies Assessments
- Training Class or Session Notifications or Schedules
- Needs Assessments Signed
- Training Expense Reports
- Complaints from Customers or Coworkers

### 3. Employment Termination Records

- Employee resignation letter
- Exit Interview Documentation
- Employment Ending Checklist
- Final Accounting for all aspects of the Employee's Employment such as Final Paycheck, Vacation Pay, Return of Company Property, and so forth.