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### ONBOARDING DOCUMENTS AND RESOURCES

- **Pennsylvania Employment Application**  
This document is intended to be used as a general template employment application in Pennsylvania only.
- **Permissible Interview Questions**  
Certain interview questions can give rise to allegations of age, race, gender, and other forms of employment discrimination. This document provides a sample of permissible interview questions.
- **Pennsylvania Non-Disclosure Agreement for Candidates**  
This template agreement is intended to be used during the pre-employment process (for example, during the interview process or pre-offer) if the applicant will be exposed to confidential information.
- **Pennsylvania Unpaid Intern Law Summary**  
This document provides an overview of Pennsylvania and federal law regarding permissible uses of unpaid interns.
- **Independent Contractor Engagement: Questionnaire and Checklist of Documents to Review**  
This independent contractor checklist and questionnaire provide a series of questions to consider and documents to collect when potentially engaging an independent contractor.
- **Pennsylvania Offer Letter**  
This document should be part of a company's onboarding or new hire kit in Pennsylvania and should be tailored based on the employee's exempt or non-exempt status.
- **Pennsylvania New Employee Checklist**  
This document should be part of your onboarding or new hire kit in Pennsylvania for all employees. It should be used to ensure that all the proper documents have been completed by a new hire.

## CONTINUING EMPLOYMENT DOCUMENTS AND RESOURCES

- **Pennsylvania Personnel File Guidance**

This checklist provides a list of documents Pennsylvania employers are advised to include in an employee's personnel file. It also describes the manner in which these documents should be maintained.

- **Sample Pennsylvania EEO Policy**

This template equal employment opportunity policy summarizes the employer's commitment to diversity, including its refusal to tolerate discrimination and harassment and its prohibition against retaliation.

- **Performance Review**

This employee performance review should be completed by the employee's manager or supervisor at least once per year. It allows the employee's manager or supervisor to assess the employee's performance during the year or past performance period. The performance review should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Disciplinary Notice**

This disciplinary notice should be used to document verbal or written warnings given to employees regarding unsatisfactory areas of their job performance, which the employee must correct in order to avoid further disciplinary action, up to and including termination. The notice should be signed by the employee and the employee's manager or supervisor. An original copy should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Performance Improvement Plan (PIP)**

This document should be provided to an employee whose job performance is unsatisfactory. The purpose of this PIP is to confirm the company's expectations for the employee (in as much detail as possible) going forward and to ensure immediate, significant and sustained improvements in the areas described in the document. The goals set forth in the PIP must be reasonable. The PIP should be signed by the employee and the employee's manager or supervisor. An original PIP should be kept by the company in the employee's personnel file and copies should be given to the employee and the employee's manager or supervisor.

- **Pennsylvania Leaves of Absence Guide**

This document is a quick reference guide to determine which leaves of absences apply to companies with a certain number of employees under Pennsylvania law.

## END OF EMPLOYMENT DOCUMENTS AND RESOURCES

- **Pennsylvania Termination/Resignation Checklist**

This checklist should be part of a company's off-boarding or termination kit in Pennsylvania for all employees. It includes a termination/resignation checklist and a link to the unemployment notice template, Form UC-1609. Companies should include with this checklist the required Pennsylvania unemployment notice, as well as the termination letter and any other optional documents.

- **Pennsylvania Termination Letter**

This document should be part of a company's off-boarding or termination kit in Pennsylvania for all employees.

## FEDERAL AND STATE EMPLOYMENT LAW GUIDES

- **Littler On Pennsylvania**

This comprehensive compendium of Pennsylvania employment law is designed to help employers identify and apply Pennsylvania's complex patchwork of state employment law requirements. It follows the employment cycle – tracking requirements from pre-hire, time of hire, during employment, and through to the end of employment.

- **The National Employer Library**

This multi-volume Littler series includes more than 25 reference manuals covering a wide range of labor and employment law topics. The reference manuals draw upon the collective knowledge of Littler's attorneys nationwide and are the field's preeminent reference resource providing practical advice to management concerning employment and labor relations.