

# Table of Contents

## 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 is a template document for use in Pennsylvania only. This 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/Independent Contractor Engagement Checklist of Documents to Review**  
This independent contractor checklist and questionnaire provide a series of questions and documents to collect when engaging an independent contractor.
- **Pennsylvania Independent Contractor Agreement – Created on Request\***  
Littler attorneys regularly prepare independent contractor agreements. These agreements require customization depending on a number of factors, including the industry, the length and purpose of the engagement, and other variables.
- **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 Exec Agreement (C-Level) - Created on Request\***  
Littler attorneys regularly negotiate employment agreements for high level executives. These agreements generally require customization depending on the company’s goal for the executive and whether any equity or deferred compensation will be offered.
- **Pennsylvania Confidentiality Agreement (New Employees)**  
This document should be part of a company’s onboarding or new hire kit in Pennsylvania, as appropriate based on the individual’s employment status and the employer’s needs.

*\* Attorney hourly rates will apply to customize this document to fit each employer’s unique needs. Costs will vary depending on the scope of customization required. Please contact your Littler attorney for details.*

- **Pennsylvania Confidentiality and Non-Solicitation Agreement (New Employees)**  
This document should be part of a company’s onboarding or new hire kit in Pennsylvania, as appropriate based on the individual’s employment status and the employer’s needs.
- **Pennsylvania Confidentiality, Non-Solicitation, and Non-Competition Agreement (New Employees) – Created on Request\***  
Littler attorneys regularly prepare agreements that include non-competition terms. Because these agreements generally require customization, please contact your Littler attorney for further information.
- **Arbitration Agreement - Created on Request \***  
Employers may wish to explore the option of requiring employees, or asking them voluntarily, to sign an arbitration agreement. This type of agreement is highly recommended by Littler and would require the parties go to arbitration in most cases in the event of an employment dispute. Your Littler attorney can help you determine what type of arbitration agreement is appropriate under state law and fits your company’s culture and needs, and can create the agreement and other materials upon request.
- **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.
- **Stock Comparison Chart**  
This quick reference guide provides a comparison of incentive stock options, nonqualified stock options, and restricted stock, and provides a comparison of employee advantages and disadvantages.
- **Pennsylvania Confidentiality Agreement (Current Employees)**  
This document may be used by an employer considering adding restrictive covenants to the terms and conditions of employment, as appropriate based on the individual’s employment status and the employer’s needs.
- **Pennsylvania Confidentiality and Non-Solicitation Agreement (Current Employees)**  
This document may be used by an employer considering adding restrictive covenants to the terms and conditions of employment, as appropriate based on the individual’s employment status and the employer’s needs.

*\* Attorney hourly rates will apply to customize this document to fit each employer’s unique needs. Costs will vary depending on the scope of customization required. Please contact your Littler attorney for details.*

- **Pennsylvania Confidentiality, Non-Solicitation, and Non-Competition Agreement (Current Employees) – Created on Request\***

Littler attorneys regularly prepare agreements that include non-competition terms. Because these agreements generally require customization, please contact your Littler attorney for further information.

- **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. Companies should consider including with this checklist the required Pennsylvania unemployment separation notice, the separation letter and release agreement (as appropriate), and any other optional documents

*\* Attorney hourly rates will apply to customize this document to fit each employer’s unique needs. Costs will vary depending on the scope of customization required. Please contact your Littler attorney for details.*

- **Pennsylvania Separation Letter and Release Agreement**

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

## **NOTICES AND POSTERS**

- **Federal and Pennsylvania Workplace Forms, Posters, and Notices**

This resource contains a checklist of, and links to, forms, notices, and posters that employers must provide under Pennsylvania and federal law.

## **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.