

Creating and maintaining staff files:

1. Creating Staff Files:

- a. Obtain necessary personal information and documentation from each staff member, including their full name, contact information, CV, qualifications, work experience, and references.
- b. Create an electronic and/or physical file for each staff member.
- c. Include the necessary documentation and information in the appropriate sections of the staff member's file.

2. Maintaining Staff Files:

- a. Ensure that all information and documentation in each staff member's file is up-to-date and accurate.
- b. Regularly update each staff member's file with new qualifications, work experience, and references as necessary.
- c. Maintain confidentiality and security of all staff files.
- d. Keep staff files in a secure location with limited access to authorized personnel only.
- e. Develop a system for archiving and disposing of staff files in accordance with local laws and regulations.

3. Using Staff Files:

- a. Ensure that all relevant staff members have access to their own file, and that they are aware of the information and documentation contained within it.
- b. Use staff files to make informed decisions about staff assignments, promotions, and compensation.
- c. Use staff files to document any disciplinary actions, complaints, or grievances against staff members.
- d. Use staff files to demonstrate compliance with local laws and regulations, as necessary.

4. Reviewing Staff Files:

- a. Regularly review all staff files to ensure that they are complete, accurate, and up-to-date.
- b. Use staff file reviews as an opportunity to identify areas for staff development and training.
- c. Conduct periodic audits of staff files to ensure that they are in compliance with local laws and regulations.

Note: This template is intended as a guide and should be customized to meet the specific needs of each TEFL school.