

Illinois Employment Forms

Hot Off the Press: Employment Forms from A to Z

The Illinois Chamber of Commerce has assembled more than 169 forms for Illinois employers to use in managing their human resources, everything from interviewing prospective employees to terminating departing employees. Employment Law Forms also includes expert advice from employment law attorneys. Published October 2009; 388 pages including detailed table of contents and full index.

Information and forms include:

- Interview checklists; appropriate/inappropriate interview questions
- Employment applications; reference and background check forms; hiring and orientation
- Employee data record forms; record-keeping requirements (FMLA, Rehabilitation Act, Affirmative Action, Child Labor); job descriptions and their content; general recommendations on personnel files and records
- The EEO-1 form
- Payroll deductions; pension and profit-sharing plans; employer compensation agreements
- Performance evaluations; discipline documentation
- Employment termination
- Liability forms
- Claim status reports for medical exams Worker's compensation

Plus commentary on state and federal employment law issues, such as:

- Consolidated Omnibus Reconciliation Act of 1985 (COBRA)
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA); accommodations
- Employee Retirement Income Security Act (ERISA)
- Employment-at-will
- Equal Pay Act
- Family and Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- Health Insurance Portability and Accountability Act (HIPAA)
- Immigration Reform and Control Act of 1986 (IRCA)
- Title VII of the Civil Rights Act of 1964

The **Illinois Employment Forms Book with CD-ROM** costs \$139 plus shipping and handling.



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Send completed form to Julie Brennan, Illinois Chamber of Commerce, 215 E. Adams, Springfield, IL 62701 or fax to (217) 522-5518.