HR files — completeness and career reconstruction

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380 files of the quarter · fictional document

> **Fictional document — demonstration example**
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> **Fictional document**, produced for the demonstration. *A completeness check is the verification that every document the procedure requires is present, valid and legible; reconstructing a career means setting out all of a person's positions, service periods and breaks since their first appointment.*

What the agent hands over, file by file

Element	Content	What stays with the officer
List of documents required	**Each ticked, missing or to be renewed, with where to obtain it**	Judging a questionable document

Element	Content	What stays with the officer
Career reconstruction	**Positions, service periods, spells of part-time and career break, each pointing back to the order that grounds it with its date**	**The check, on a table already cross-referenced**
Gaps between the paper file and the information system	**Shown with both documents side by side — the AI agent corrects nothing**	**The correction, and it alone**
File sorted	In the order of the procedure	The processing

The result measured over the quarter

Measure	Last year	This quarter	What it changes for the member of staff
Files incomplete at first presentation	**214 out of 380**	**18 out of 380**	**196 more files went through at the first round**
Gaps found between file and system	—	**46**	**31 of them spells of part-time in the order but not in the system**
Preparing a complete file	**1 h 30 — 60 % of the time of the file**	**27 min — 18 %**	**399 hours a year returned to processing**
Breakdown of the 380 files	—	142 mobility, 96 promotion, 74 retirement, 68 part-time and career break	—

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A mobility file that goes back incomplete means a missed round and six months of waiting for the person. That is why the check is done at filing and not at processing: **by processing time, it is too late to go looking for a document.**

The documents that most often go missing

Document	Missing from	Where to obtain it
Service records from a previous public employer	**84 files**	**From that employer — request letter pre-drafted**
Appointment or establishment order	61 files	The establishment's paper file
Part-time decision	47 files	Paper file or the department concerned
Up-to-date proof of family situation	38 files	The member of staff

> **What is proposed:** that the check start when the person announces their plans, not when the file is built. **As soon as someone announces a move, a promotion or a retirement, they receive the list of their missing documents and the time they have left — across the 380 files, 112 would have gained three weeks from that alone.**

For the establishment to settle

Procedures whose check starts when the person announces their plans: _____

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