



HR files — completeness and career reconstruction

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380 files of the quarter · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

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	—

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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