**On-Boarding Checklist Form**

*(for internal use only)*

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| **New Employee Details** |
| **Employee Name:** |  |
| **Position Title:** |  | **Employee ID:** |  |
| **Work Commencement Date:** |  | **Department:** |  |
| **Action Item** | **Completed On** | **Completion Signature** |
| **Pre-Joining** |
| * **Creation of Employee File**
 |  | By HR: |
| * **Signing the Employment Contract**
 |  | By HR: |
| * **Assigning and preparing an office/desk for the employee with all stationaries**
 |  | By HR: |
| * **Preparing all IT requirements (e.g. email, laptop/PC, etc.)**
 |  | By HR: |
| * **Preparing accommodation, transportation, and travel arrangements, for expats**
 |  | By HR: |
| **After-Joining:** |
| * **Signing the Non-Disclosure Agreement**
 |  | By Employee: |
| * **Providing the employee with a tour in the company to meet all employees and familiarize with available facilities**
 |  | By Employee: |
| * **Providing the employee with an induction session on company structure, policies, and procedures**
 |  | By Employee: |
| * **Obtaining copy of employee’s documents (e.g. national ID, passport, qualifications, previous employment, etc.)**
 |  | By HR: |
| * **Submission of a copy of the Employee Handbook to the employee**
 |  | By Employee: |
| * **Submission of a copy of the relevant job description to the employee**
 |  | By Employee: |
| * **Signing the Work Commencement Confirmation form**
 |  | By HR: |
| * **Adding the employee to the Attendance System**
 |  | By HR: |
| * **Adding the employee to the HRMS/Payroll system**
 |  | By HR: |
| * **Enrolling the employee in the labor office and social security insurance**
 |  | By HR: |
| * **Issuing work/residency permit for the employee, for expats**
 |  | By Employee: |
| * **Obtaining a company/building access card, if applicable**
 |  | By Employee: |
| * **Obtaining Medical Insurance Card for the employee and dependents**
 |  | By Employee: |
| * **Sending the employee a copy of the Medical Insurance Policy/Network**
 |  | By Employee: |
| * **Providing the employee with Business Cards, if entitled**
 |  | By Employee: |
| * **Opening bank account with company’s official bank, if required**
 |  | By Employee: |
| * **Providing the employee with required IT systems and access**
 |  | By Employee: |
| * **Obtaining a fit-to-work medical report from the employee**
 |  | By HR: |
| * **Obtaining a No Criminal Record certificate from the employee**
 |  | By HR: |