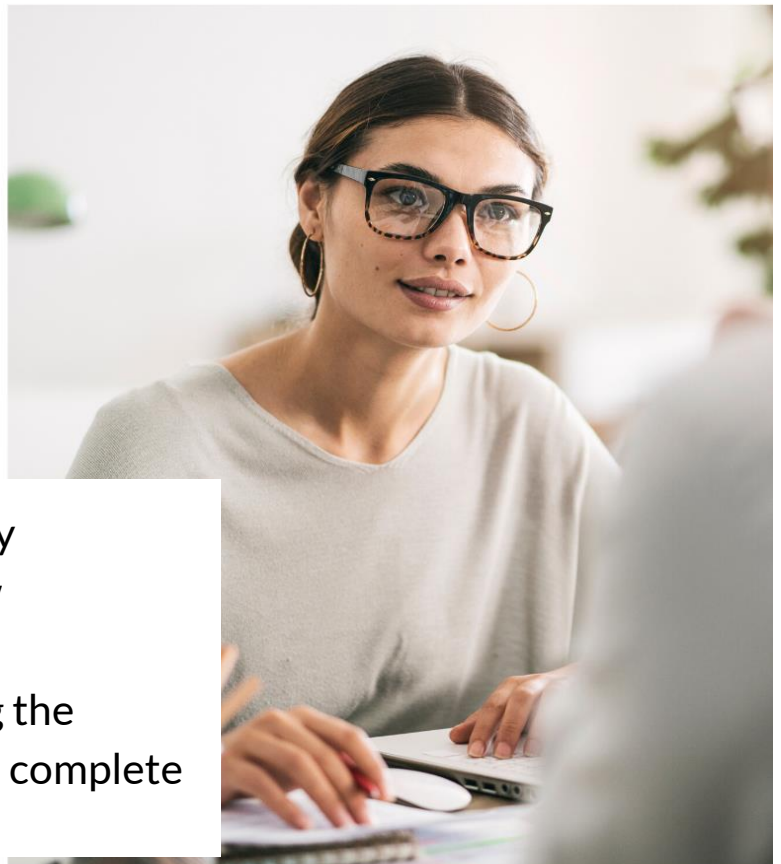




EMPLOYEE ONBOARDING CHECKLIST

Inside You Will Find

Free template to be used by businesses to enhance new employee's onboarding experience while managing the process in a structured and complete manner.





Employee Onboarding Checklist

Welcome ON BOARD!!!

This is an on boarding checklist that will help you ensure you have been informed about key aspects of your job / new workplace. You should be able to complete the checklist within 5 to 7 working days. Should you have any questions, please refer them to your Manager and/or the HR department.

Employee Name:	
Employee ID:	
My start date:	

Please tick (X) the box if you have been informed about and / or have received the following:

Working Hours	
I have been informed about my daily working hours including break times	<input type="checkbox"/>
I have been informed about parking facilities outside the office	<input type="checkbox"/>
I have been familiarised of the time writing system (if any)	<input type="checkbox"/>
My manager and I have discussed the importance of punctuality and attendance	<input type="checkbox"/>

Office Orientation	
I have been introduced to my colleagues	<input type="checkbox"/>
I know where I can take tea and coffee from	<input type="checkbox"/>
I know where to have my lunch	<input type="checkbox"/>
I know who I need to contact if I need any stationery	<input type="checkbox"/>
I know where I can have meetings and book meeting rooms	<input type="checkbox"/>
I have attended a formal induction program	<input type="checkbox"/>
I am aware of the emergency evacuation route from my desk to the muster point	<input type="checkbox"/>
I am aware of what I must do in case of a fire alarm	<input type="checkbox"/>

This template is created by S&K Consulting to be used by businesses to enhance the employee's experience at their new employment while managing the onboarding process in a structured and complete manner.

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Security, Email and IT Set-up	
I can enter and exit the building using the access control system (e.g. finger scan)	<input type="checkbox"/>
I am connected to the appropriate printer and scanner	<input type="checkbox"/>
I am aware of the functionality of the multifunction copier machine	<input type="checkbox"/>
I have a desk phone and know my extension number	<input type="checkbox"/>
I am aware of the telephone usage policy	<input type="checkbox"/>
I have access to email and other systems I need to perform my job	<input type="checkbox"/>
I have been made aware of the IT security and usage policy	<input type="checkbox"/>

My Salary	
I am aware that my monthly salary is processed on 24 th / 25 th / 1 st of every month	<input type="checkbox"/>
I have all the documents I need to open a bank account	<input type="checkbox"/>
My bank account details have been submitted HR	<input type="checkbox"/>
I know how I can obtain pay slips and salary letters	<input type="checkbox"/>
I am aware my personal and employee data is confidential	<input type="checkbox"/>
I am aware of the payroll cut off date to submit any payroll changes (e.g. approved expenses)	<input type="checkbox"/>

My Contractual Terms	
I have a signed copy of my employment contract	<input type="checkbox"/>
Any contractual terms I am unclear about have been discussed with HR	<input type="checkbox"/>
My manager has explained what is expected of me from my job and provided me with a written job description	<input type="checkbox"/>
I have read, understood and accepted my job description and submitted a signed copy to HR	<input type="checkbox"/>
I have completed the administrative requirements for contractual benefits I am entitled to e.g. medical insurance, etc.	<input type="checkbox"/>
I am clear about the duration of my probation period and expectations	<input type="checkbox"/>
I have received an employment contract pack with an employee handbook	<input type="checkbox"/>
I have received my confidentiality agreement which I have signed and returned to HR	<input type="checkbox"/>

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