

INDUCTION CHECK LIST

HR Department

Employee Name :.....

Employee Number :..... Designation:.....

Date Joined :.....

Material Checklist

Date

- | | |
|-------------------------------------------|-------|
| <input type="checkbox"/> Table | ----- |
| <input type="checkbox"/> Chair | ----- |
| <input type="checkbox"/> PC | ----- |
| <input type="checkbox"/> Welcome Pack | ----- |
| <input type="checkbox"/> Company T –shirt | ----- |
| <input type="checkbox"/> Company ID | ----- |
| <input type="checkbox"/> Stationeries | ----- |
| <input type="checkbox"/> Mug | ----- |

Orientation Programme checklist

- | | |
|---------------------------------------------------------|-------|
| <input type="checkbox"/> Assign Buddy for Buddy program | ----- |
| <input type="checkbox"/> Buddy Name ----- | ----- |
| <input type="checkbox"/> Buddy Lunch | ----- |
| <input type="checkbox"/> Induction Training | ----- |

Documents Checklist

- **Cv related documents (Original + Copies)**

- | | |
|--------------------------------------------------------------------------|-------|
| <input type="checkbox"/> Interview Sheet | ----- |
| <input type="checkbox"/> Prepare the Appointment Letter by Finance Dept. | ----- |
| <input type="checkbox"/> Issue the appointment letter | ----- |

HR Forms -----

Internal Systems Checklist

Network Administration -----

- Domain account created
- User home folder checked
- Email account created
- Email password changed
- Added to other relevant groups
- Updated contacts in LDAP
- TWIKI account created
- RT account created

1. Network
2. Product Development

Leaflet given -----

Introduction given -----

VSS account created -----

Create eHRM user login -----

Create mTimetracker User Login -----

Add projects to mTimetracker -----

Note:

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