



Induction Report for New Employee

Name of Employee: - _____ Department: - _____

Designation: - _____ Date of Joining: ____/____/____ Emp.ID.no: _____

S.No	Area of Induction	Completed (Y/N)	Signature
1	Company Profile/ Values		
2	Staff Introduction		
3	Department Function		
4	Location of other department, Working relation ship		
5	Working Procedure		
6	Whom to report (Name of Supervisor/In charge)		
7	Company Polices & Procedures'		
8	Salary detail (Method of salary payment and date)		
9	Organization Vision, Mission and Quality Police's		
10	Roles & Responsibilities'		

I confirm that the above induction point was fully explained and that I understand them

Signature of Employee

Signature of Supervisor