CONTROLUNION

New Employee Onboarding Checklist
Office staffs

Employee Name: _____ **Joining date:** _____ **Department:** _____

Line Manager: _____ **Mentor:** _____

Preparation for Onboarding   **Who Initiates**

☐	Prepare & send Job offer to Employee	HR Executive
☐	Send an announcement including start date, new employee's role and basic contact information with attached New Employee Onboarding checklist to Line Manager, HR Admin, C&B, HSE, IT and Accountant (if any) for their follow up	HR Executive
☐	After confirmation of acceptance (or by the on-boarding day), contact the new employee for reminder & instruction of start date, time, place, parking etc.	HR Admin
☐	Create an onboarding schedule for new employee	HR Executive
☐	Create Job Settlement Program for new employee	Line Manager
☐	Assign Mentor for new employee	Line Manager
☐	Prepare employee's workstation: desk, chair, telephone, stationery, cabinet, greeting card, business card etc.	HR Admin, IT
☐	Create company accounts for the new employee: email, network account and prepare required equipment: computer (PC, laptop), phone, sim card etc.	IT

Arrival

1st Day   **Who Initiates**

☐	Warm welcome	HR Admin
☐	Send welcome email to all employees	HR Admin
☐	Proceed administration: Company facilities, fingerprint registration, administrative procedures (emergency closings; ordering materials, equipment, stationery, lunch)	HR Admin
☐	Company introduction: Organization chart, history; Company vision, mission, core value; Services introduction; Overview of Onboarding program, Introduce overall training program etc.	HR Executive
☐	HR – Administration orientation: Time sheet, HRA, regulations, benefit policies, HR processes, extra healthcare program etc.	C&B Executive
☐	Remind employee to hand in Employee profile (hard copy), including: · A copy of your ID Card with Government notarial · Confirmation Of Residence Information (CT07) · Copy of Supporting documents (University Degree, English certificate, etc.)	C&B Executive
☐	Sign the probationary contract along with the accompanying documents: Code of Conduct, Salary Commitment, NDA, NCA, etc.	C&B Executive
☐	Introduce employee to others in the workplace and to their Line Manager/Mentor	HR Executive
☐	Take employee on a tour around the office and back to their work area/workstation	HR Executive

☐	Equipment handover: laptop, mouse, monitor, company mobile phone, sim card etc.	IT
☐	Arrange for employee to receive any instructions and codes for Computer sign-in, Email, Wifi password, photocopier, fax, scan, projectors, equipment or machinery they will use.	IT
☐	Send the new employee Company orientation presentation which includes written documents such as Employee handbook, internal regulation, salary and bonus regulation, health-care policy, Meeting-room reservation platform etc.	HR Executive
☐	Introduce to the new employee the Onboarding program: Job Description, period of onboarding program, Job Settlement Program, KPI for new employee, training list (overall/functional training)	Line Manager

Within 1st Month

☐	Ensure employees understand HR and administrative procedures and know how to access information or contact the right person for guidance.	HR Admin, HRE, C&B
☐	Provide IT orientation to make sure employee has fully functioning computer and systems access and understands how to use them (Sharepoint/Office 365/Sharenet, standard programs, IT policy)	IT
☐	Provide training on HSE: Risk assessment, PPEs, HSE/ Fire fighting general etc.	HSE Coordinator
☐	Provide training on Code of Conduct (CoC): CoC content, areas of responsibility, CoC_principles	HR Manager
☐	Provide training on Accounting procedures & how to use Accounting applications for: payment, claim & advance, purchase request etc.	Finance Manager
☐	Provide training on Social Media Guidelines	HR Executive
Onboarding training for HSE, CoC, Accounting and Social Media could be completed by the end of the probationary period at the latest.		

Middle-period talk

☐	Discuss with the Line manager to ask about the new employee on: (1) Attitude; (2) Feeling toward the job, colleagues and company; (3) Progress on the Job settlement program; (4) Progress on reaching the goals and targets of onboarding period	Mentor/ Line manager HR Executive
☐	Report back to HR Manager	HR Executive

Onboarding evaluation

☐	Evaluate the new employee on: (1) Job Settlement Program and (2) KPI for new employee	Line Manager Mentor
☐	Set goals, targets for next period	Line Manager
☐	Sign off on Onboarding	All stakeholder

Backlog

	Backlog	Reason	Action	Who Initiates	Timeline/ Deadline
☐					

Once complete, this checklist should be signed by both the staff member and the Mentor and HR Manager. A copy should be provided to the staff member with the original filed in the department staff member's file. Please contact HR Department with any questions.

Staff Member's Name _____

Job Title _____ Hire Date _____

Staff Member's Signature _____ Date _____

Line Manager Signature _____ Date _____

HR Manager Signature _____ Date _____