

Employee On Board



Confirmation Alert



Title

Congratulation Letter

Sender Name

Date of sending

1/26/2018 4:00:00



Selected Sending To ☐ Email ☐ Telegram

Email/Telegram Number

Description



↓ SAVE

Dear Sir/Madam

Congratulations, you have successfully appointed for the role of

We have attached a copy link for you to fullfill your information.

We look forward to seeing you soon !

Submit



Confirmation Alert



Application Confirmation Form



Get Link

Copy Link

Enter Detail

Frist Name

Last Name

Date of birth

07/07/1975



Gender

☐

Female

☐

Male

Join Date

07/07/1975



Upload Image...

Phone / Telegram Number

Email

Current Address



On board Annoucement



Application Receiving

Dasboard

Number of receiving

Email

1

Telegram

2

HR Annoucement

Annoucement Form



CANDIDATE ID
001

DATE OF BIRTH
12-May-1968

DATE OF JOINING
01-Jul-2015

ADDRESS
Raiya Road, Rajkot

CANDIDATE NAME
Ms Shreya Shah

MOBILE NO
9820234332

DESIGNATION
Regional Manager

GENDER
Female

EMAIL ID
shreya09@gmail.com

DEPARTMENT
IT

[Copy Link](#)

Sending Selection Departments & Branch

☐ Departments

D. Marketing

☐

D. Sales

☐

D. IT

☒

Additional Key Field

Key Field



☐ Branch

D. DL

☐

D. Finance

☐

D. WH

☒

Additional Key Field

Key Field



Sending Selection Via

☐ Email

☐ Telegram Number

☐ Group

CANCEL

PREVIOUS

[Copy Link](#)



On boarding Checklist



Check List Form

HR prepare Items checklist form for New Staff Join

☐ **Company Policies**

Contract ☐

Internal Regulation ☒

Additional key field

☐ **Payroll Documents Preparing**

Staff ID Card ☐

Cambodia Identify Card ☐

Official Open Account Payroll ☒

Additional key field

☐ **Employee Email**

Email Info ☐

Email Company ☒

Additional key field

☐ **Benefits**

Bonus ☐

Allowance ☐

Commissions ☐

Incentives ☐

Insurance ☐

NNSF ☒

Additional key field

☐ **Fixed Asset**

Computer ☐

Phone ☒

Additional key field

☐ **Employee Need**

Staff ID Card ☐

Uniform ☒

Additional key field

CANCEL

PREVIOUS

Save



On boarding Orientation



Orientation Selection

- ☐ **Company Profile** ☐
- ☐ **Company Policies** ☐

Job Orientation

Assign To

☐ **Departments**

D. Marketing ☐

D. Sales ☐

D. IT ☒

Additional Key Field

CANCEL

PREVIOUS

Save