

HR-NEW STAFF CHECKLIST

Employee Name: Click or tap here to enter text.

Department/Practice: Choose an item.

Job Title: Click or tap here to enter job title.

Email Address: Click or tap here to enter.

Mobile Number:

Resumption Date Click or tap to enter a date.

REQUIRED OFFICE TOOLS AND APPS CHECKLIST

S/N	Office Tools and Apps	Yes	NO	Remark
1	Laptop	<input type="checkbox"/>	<input type="checkbox"/>	
2	Laptop Charger	<input type="checkbox"/>	<input type="checkbox"/>	
3	Laptop Bag	<input type="checkbox"/>	<input type="checkbox"/>	
4	Laptop Agreement Form	<input type="checkbox"/>	<input type="checkbox"/>	
5	One Note	<input type="checkbox"/>	<input type="checkbox"/>	
6	One Drive	<input type="checkbox"/>	<input type="checkbox"/>	
6	Outlook	<input type="checkbox"/>	<input type="checkbox"/>	
7	Word	<input type="checkbox"/>	<input type="checkbox"/>	
8	Excel	<input type="checkbox"/>	<input type="checkbox"/>	
9	Power Point	<input type="checkbox"/>	<input type="checkbox"/>	
10	Yammer	<input type="checkbox"/>	<input type="checkbox"/>	
11	Teams	<input type="checkbox"/>	<input type="checkbox"/>	
12	Email Signature	<input type="checkbox"/>	<input type="checkbox"/>	
13	CRM	<input type="checkbox"/>	<input type="checkbox"/>	

Sign: -----

HR/Admin, SATH

Sign: -----

Employee