Checklist for Inducting new employees in to Vardaan

Employee Name :   Date :

Employee ID :

1. Employee details form is filled and submitted : Yes/No
2. Employee Number and Designation are assigned : Yes/No
3. Reporting Manager is informed : Yes/No
4. Employee ID card issued : Yes/No
5. Laptop Issued : Yes/No
6. Email ID created for the new employee : Yes/No
7. Welcome Email is sent to employee official email ID and CC to all Organization staff : Yes/No
8. Employee Details Excel sheet is updated : Yes/No
9. Employee details with Photo published in Intranet : Yes/No

Checklist Completed by :

Name: **Designation :**   **Signature**

Approved by Reporting Manager

Name: **Designation :**   **Signature**