Employee’s Details

|  |  |  |
| --- | --- | --- |
| Name: ……………………………………………………………..………………………………………………………………...…………………………….. | | Code Number: ……………………………….. |
| Positon: …………………………………………………………. | Manager: …………………………………….………………… | Date: ……………………………………………………………………. |

**HR Department**

|  |  |
| --- | --- |
| **Detail** | **Check** |
|  |  |
| Perspective Applicant Screening |  |
| Offer Letter Signed |  |
| Personal Details |  |
| Health Questionnaire |  |
| Agent Commission Structure |  |
| General Behavior Policy |  |
| Code of Conduct Policy |  |
| Separation Policy |  |
| Dress Code Policy |  |
| Social Media Policy |  |
| Sales Progression Policy |  |
| Sick Leave Policy |  |
| Attendance Policy (Back Office) |  |
| Confidentiality And Non-Disclosure Agreement |  |
| Submission of Documents (CV) |  |
| Submission of Documents (Passport Copy) |  |
| Submission of Documents (Visa) |  |
| Submission of Documents (Emirates ID) |  |
|  |  |
| Registration in Biometric |  |
| Add New Joiner to All the Groups |  |
| Gi Pin Policy |  |

**Human Resources Department Administration Department**

**IT Department**

|  |  |
| --- | --- |
| **Detail** | **Check** |
| Set up PC to new employee if required |  |
| Setting up appointed manager |  |
| Set the seating arrangement |  |
| Setting up and configure Bitrix account |  |
| Setting up and configure Mail Signature |  |
| Setting up and configure Telephone |  |
| Bitrix Training |  |

**IT Department**

|  |  |
| --- | --- |
| **Prepared by:** | **Approved by:** |
| **Signature:** | **Signature:** |