**PROGRAM ORIENTASI KARYAWAN**

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| NAMA |  |
| DEPARTEMEN |  |

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| MULAI |  |
| SELESAI |  |

1. **HR DEPARTEMENT Tanggal : Paraf**

**Pemberi**

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| 1. Tanda Tangan Perjanjian Kerja |  |
| 1. Peraturan Perusahaan |  |
| 1. Form-form HR Dept |  |

1. **ATASAN KARYAWAN Tanggal :**

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| 1. Struktur Organisasi |  |
| 1. Job Description |  |
| 1. SOP Pekerjaan |  |
| 1. Form-form yang berkaitan dengan pekerjaan |  |
| 1. Lain-lain : |  |

1. **ORIENTASI KHUSUS**

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| Disusun Oleh |
|  |
| Administration Manager |

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| Diketahui Oleh |
|  |
| Dept.Head |

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| Karyawan Ybs |
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