



7A Belvedere Tower, 15 San Miguel Ave.
Ortigas Center, Pasig City

NEW EMPLOYEE CHECKLIST

Name: _____

Date of Hire: _____

Job Title: _____

The information checked below has been given or explained to the employee by the Personnel Department or a manager / supervisor.

1. Compensation and Benefits

- Time Card / Biometrics
- Payroll Procedure
- Service Incentive Leave
- Performance Evaluation
- Promotions
- Maternity / Paternity Leave
- Absences and Tardiness
- SSS Benefits
- SSS Salary Loan
- Philhealth Benefits
- Pagibig Benefits
- Holidays
- Merit Increase

2. General

- Vision and Mission
- Employee Handbook / Code of Discipline / Core Values
- Disciplinary Procedure
- Dress Code / Safety Requirements
- Issuance of Office tools
- Introduction to other departments / Company Directory
- Transportation / Expense Report
- Parking Facilities
- Bulletin Board
- Voluntary Resignation Notice

The following are the checklist of information necessary to orient the new employee to the job as well as the department and company. Please check off each point as you discuss it with the employee

3. Receive the New Employee

- Review a copy of the employee's application. Be familiar with the employee's experience, training and education.
- Review the job description with the employee, including the duties, responsibilities, and working relationships.
- Discuss with the employee the unit organization and the department division organization. Explain the total organization and how the employee fits in.
- Find out the employee's career goals and objectives. Relate them to the goals and objectives of their position and the department.
- Confirm that the employee has a copy of the Employee Handbook. Set aside at least two hours in the first week for the employee to read the Employee Handbook and to understand it.

4. Welcome the New Employee

- Introduce the new employee to their co-workers:
 - Indicate to each co-worker what the new employee's position will be.
 - Explain the functions of each person to the new employee as you introduce them.
- Show the new employee around:
 - Tour the department/plant and other business units
 - Explain where the lavatories, coffee and/or break areas and the parking facilities are located.
 - Explain the various departments within the organization and their interrelationship.
 - Set a time and date, within one week, to cover any questions or concerns of the new employee and check on progress.

5. Introduce the New Employment

- Ensure the new employee's work area, equipment, tools and supplies are prepared and available.
- Have the employee sign for any tools, equipment, vehicles, etc. provided by the company.
- Explain the levels of supervision within the department.
- Provide the new employee with the necessary or required training.

Explain the use of:

- ✓ Telephone / Mobile Phone
- ✓ E-mail/Signature
- ✓ Copy Machine
- ✓ Mail Procedures
- ✓ Supply Procedures
- ✓ Company Vehicles

- Explain the hours of work, overtime procedures, call-in procedures.
- Give the new employee the department telephone number.
- Review the location of the department's first aid equipment.
- Explain any housekeeping responsibilities.

6. Introduce the New Employee to Company Products & Services, Customers, Clients, Vendors and Competitors

- Explain the Company's products.
- Explain company customers, clients, vendors, and competitors.

Signature of Personnel-in-Charge / Date

Employee Name / Signature

Noted By:

HR Department