

EMPLOYEE RECORDS CHECKLIST

SECTION 1 - RECRUITMENT

Employee Name/ID:				Job Title:						
Nationality:				Actual Joining Date:						
RECRUITMENT				Yes	N/A	HRA	RECRUITMENT (Cont)	Yes	N/A	HRA
<u>Source Candidates</u>				<u>Accredited Training Certificates/CME's</u>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsored Students	<input type="checkbox"/>	<input type="checkbox"/>		Police Clearance				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct	<input type="checkbox"/>	<input type="checkbox"/>		CGF175 Employee Health General Questionnaire (MD approved)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Career Portal	<input type="checkbox"/>	<input type="checkbox"/>		Family Book				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment Agency	<input type="checkbox"/>	<input type="checkbox"/>		<u>Pre-Hire Formalities</u>						
Govt. to Govt. Recruitment	<input type="checkbox"/>	<input type="checkbox"/>		Credentialing (to be done by Licensing Dept)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Documents Required</u>				Clinical Assessment Result				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF102 EMT-B Application Form	<input type="checkbox"/>	<input type="checkbox"/>		HR Interview/Psychometric Test				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF109 EMT-A Paramedic Application Form	<input type="checkbox"/>	<input type="checkbox"/>		PSG Approval				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF108 DOH Licensing Induction Checklist	<input type="checkbox"/>	<input type="checkbox"/>		Pre-Employment Screening Test (c/o Occupational Health)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF101 Vacancy Application - Candidate Summary (local hire only)	<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Fitness				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF532 Vacancy Questionnaire (for EMT-A & Doctor only)	<input type="checkbox"/>	<input type="checkbox"/>		HRF110 Healthcare Recruitment Approval Form				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HRF538 Employment Approval Form	<input type="checkbox"/>	<input type="checkbox"/>		HRF111 Non-Healthcare Recruitment Approval Form				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV/Resume	<input type="checkbox"/>	<input type="checkbox"/>		Letter of Offer				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>		HRF104 Reference Check Form				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photo (colored in white background)	<input type="checkbox"/>	<input type="checkbox"/>		<u>Pre-Joining</u>						
UAE Residence Visa/Visit Visa	<input type="checkbox"/>	<input type="checkbox"/>		Availability Confirmation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UAE Emirates ID	<input type="checkbox"/>	<input type="checkbox"/>		Visa Cancellation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Country Driving License	<input type="checkbox"/>	<input type="checkbox"/>		Entry Permit				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UAE Driving License	<input type="checkbox"/>	<input type="checkbox"/>		Insurance Continuity Certificate (if applicable)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree (attested)/Diploma/Certificate	<input type="checkbox"/>	<input type="checkbox"/>		Flight Information: Flight from Home Country to Abu Dhabi				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcript of Records (attested)	<input type="checkbox"/>	<input type="checkbox"/>		Flight booking (if applicable)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High School Certificate	<input type="checkbox"/>	<input type="checkbox"/>		Temporary Accommodation Confirmation (Overseas)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Certificate (1yr EMT-B, 2yrs EMT-A)	<input type="checkbox"/>	<input type="checkbox"/>		No Objection Certificate (if applicable)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
License to Practice	<input type="checkbox"/>	<input type="checkbox"/>		Uniform (if applicable)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health License ID from home country/last country of exp	<input type="checkbox"/>	<input type="checkbox"/>		Employee Number				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Good Standing (from licensing authority NLT 6mos)	<input type="checkbox"/>	<input type="checkbox"/>		Email Announcement				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DataFlow Report	<input type="checkbox"/>	<input type="checkbox"/>		Pre-Employment Handbook: Introduction to UAE (Expats only)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checked by:				Date:						
Verified by: NOUF ABDULLA HR & Corporate Services Manager/Head of Emiratization Program				Date:						

SECTION 2 - ONBOARDING

Employee Name/ID:				Job Title:			
Nationality:				Actual Joining Date:			
ONBOARDING	Yes	N/A	HRA	ONBOARDING	Yes	N/A	HRA
<u>Signing of Documents</u>				HRP306 Dress Code Policy and Procedures			
HRF405 New Employee Induction Checklist	<input type="checkbox"/>	<input type="checkbox"/>		INDUCTION			
HRF535 OnBoarding Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>		Original Authenticated Documents (Diploma & Transcript of Records)			
HRF307 Keys and Cards Acknowledgement Receipt	<input type="checkbox"/>	<input type="checkbox"/>		Conflict of Interest Declaration			
HRF202 Mobile & Sim Acknowledgement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		EMT National Programme Sponsorship Contract			
Pension Form (GCC National)	<input type="checkbox"/>	<input type="checkbox"/>		Declaration/Undertaking from the student			
Letter of Offer (Emirati EMT)	<input type="checkbox"/>	<input type="checkbox"/>		Eligibility Checklist (Emirati)			
HRF203 Employment Contract	<input type="checkbox"/>	<input type="checkbox"/>		<u>Orientation</u>			
Position Description	<input type="checkbox"/>	<input type="checkbox"/>		HR Briefing/Orientation			
COP202 Code of Conduct & Declaration of Acceptance	<input type="checkbox"/>	<input type="checkbox"/>		IT Orientation			
COP403 General Confidentiality Policy and Procedure	<input type="checkbox"/>	<input type="checkbox"/>		Clinical Services and Occupational Health Orientation			
COF310 Employee Non-Disclosure Agreement (NDA)	<input type="checkbox"/>	<input type="checkbox"/>		Peer Support Orientation			
CGF180 Patient Care Record Folder Confidentiality Agreement (Clinicians)	<input type="checkbox"/>	<input type="checkbox"/>		QHSE Orientation			
HRF539 Professional Appearance Undertaking Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>		<u>Visa Formalities</u>			
HRF522 Email Address Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>		Medical Tests			
HRF507 Acknowledgement of Status (EMT-B only)	<input type="checkbox"/>	<input type="checkbox"/>		Emirates ID Application/Biometrics Scanning			
HRF530 Uniform Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>		Health Insurance Application			
HRF506 Personal Details Form	<input type="checkbox"/>	<input type="checkbox"/>		Visa Processing (Residence Visa & EID)			
HRF515 ERP Data Form	<input type="checkbox"/>	<input type="checkbox"/>		<u>Time and Attendance</u>			
HRF304 Payroll Details Form	<input type="checkbox"/>	<input type="checkbox"/>		Biometrics Registration			
COP108 Company Profile (not reqd on file, EE copy only)	<input type="checkbox"/>	<input type="checkbox"/>		Kronos Registration			
COP105 Organizational Chart (not reqd on file, EE copy only)	<input type="checkbox"/>	<input type="checkbox"/>		ID Issuance			
Insurance Schedule of Benefits (Expats) (not reqd on file, EE copy only)	<input type="checkbox"/>	<input type="checkbox"/>		Photoshoot			
Driving License Acknowledgement (EMT-B)	<input type="checkbox"/>	<input type="checkbox"/>		<u>Records</u>			
HRF519 EMT-B UAE Driving License Requirement Form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>		Scanned Copies on N: Drive/Created Employee Personal Files			
HRF534 Salary Advance Acknowledgement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>					
ITP102 Acceptable Use of Assets Policy (c/o IT)	<input type="checkbox"/>	<input type="checkbox"/>					
COP405 Attendance Policy and Procedure	<input type="checkbox"/>	<input type="checkbox"/>					
Checked by:				Date:			
Verified by: NOUF ABDULLA HR & Corporate Services Manager/Head of Emiratization Program				Date:			

SECTION 3 - EMPLOYMENT

Employee Name/ID:				Job Title:			
Nationality:				Actual Joining Date:			
MANDATORY TRAININGS	Yes	N/A	HRA	DISCIPLINARY	Yes	N/A	HRA
Ergonomics Training	<input type="checkbox"/>	<input type="checkbox"/>		Verbal Warning	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Safety	<input type="checkbox"/>	<input type="checkbox"/>		Written Warning	<input type="checkbox"/>	<input type="checkbox"/>	
Food Safety	<input type="checkbox"/>	<input type="checkbox"/>					
Healthcare Environment Hand Washing	<input type="checkbox"/>	<input type="checkbox"/>					
Introduction to Business Continuity v1.1	<input type="checkbox"/>	<input type="checkbox"/>					
Material Safety Data Sheet	<input type="checkbox"/>	<input type="checkbox"/>					
QHSE Management System	<input type="checkbox"/>	<input type="checkbox"/>					
Safe Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>					
Safety in Heat	<input type="checkbox"/>	<input type="checkbox"/>					
PROBATION	Yes	N/A	HRA				
HRF302 Probation Assessment	<input type="checkbox"/>	<input type="checkbox"/>					
Completion of Probation Letter	<input type="checkbox"/>	<input type="checkbox"/>					
TRANSFER	Yes	N/A	HRA				
HRF518 Transfer Request Form	<input type="checkbox"/>	<input type="checkbox"/>					
PERFORMANCE ASSESSMENT FORM	Yes	N/A	HRA				
COF308 Performance Review Form: NE EMT-B	<input type="checkbox"/>	<input type="checkbox"/>					
COF204 Performance Review Form	<input type="checkbox"/>	<input type="checkbox"/>					
HRF502 Individual Performance Action Plan	<input type="checkbox"/>	<input type="checkbox"/>					
LOSS ENTITLEMENT	Yes	N/A	HRA				
Light Duties - Loss of Entitlements	<input type="checkbox"/>	<input type="checkbox"/>					
Checked by:				Date:			
Verified by: NOUF ABDULLA				Date:			
HR & Corporate Services Manager/Head of Emiratization Program							

SECTION 4 - OFFBOARDING

Employee Name/ID:				Job Title:			
Actual Joining Date:				Leaving Date:			
OFFBOARDING	Yes	N/A	HRA	OFFBOARDING	Yes	N/A	HRA
<u>Human Resources</u>				<u>Fleet</u>			
Department Notification	<input type="checkbox"/>	<input type="checkbox"/>		Vehicle/Outstanding Traffic Fines (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
HRF401 Resignation Form	<input type="checkbox"/>	<input type="checkbox"/>		<u>IT Department</u>			
HRF402 Leaving Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of Email Address	<input type="checkbox"/>	<input type="checkbox"/>	
HRF403 Exit Interview Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of Biometrics	<input type="checkbox"/>	<input type="checkbox"/>	
HRF404 Termination of Employment Checklist	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of SMS Broadcast	<input type="checkbox"/>	<input type="checkbox"/>	
HRF531 Employee Clearance Form	<input type="checkbox"/>	<input type="checkbox"/>		Submission of Laptop	<input type="checkbox"/>	<input type="checkbox"/>	
Overtime/Extra Duty Detail/Tardiness	<input type="checkbox"/>	<input type="checkbox"/>		Submission of Mobile Phone	<input type="checkbox"/>	<input type="checkbox"/>	
Leave Records	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of intranet/web mail	<input type="checkbox"/>	<input type="checkbox"/>	
HRF529 Legal Undertaking	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of OPIQ Account	<input type="checkbox"/>	<input type="checkbox"/>	
Submission of Original Passport	<input type="checkbox"/>	<input type="checkbox"/>		Removal from Global List	<input type="checkbox"/>	<input type="checkbox"/>	
Submission of Original Emirates ID	<input type="checkbox"/>	<input type="checkbox"/>		<u>Licensing</u>			
HRF407 Final Settlement and Visa Cancellation Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>		HAAD/DOH License Cancellation	<input type="checkbox"/>	<input type="checkbox"/>	
Residence Visa Cancellation	<input type="checkbox"/>	<input type="checkbox"/>		<u>Operations</u>			
HRF536 Offboarding Acknowledgement	<input type="checkbox"/>	<input type="checkbox"/>		Collection of Passes	<input type="checkbox"/>	<input type="checkbox"/>	
Employment Certificate	<input type="checkbox"/>	<input type="checkbox"/>		<u>Education</u>			
Bank Notification (Letter)	<input type="checkbox"/>	<input type="checkbox"/>		CME/Training Certificates	<input type="checkbox"/>	<input type="checkbox"/>	
NOC	<input type="checkbox"/>	<input type="checkbox"/>		Deactivation of LMS	<input type="checkbox"/>	<input type="checkbox"/>	
Health Insurance Card Cancellation	<input type="checkbox"/>	<input type="checkbox"/>		<u>Admin</u>			
Repatriation Ticket	<input type="checkbox"/>	<input type="checkbox"/>		Cancellation of Access Card	<input type="checkbox"/>	<input type="checkbox"/>	
Request for Payment	<input type="checkbox"/>	<input type="checkbox"/>		Cancellation of Parking Card	<input type="checkbox"/>	<input type="checkbox"/>	
Fazaa Card	<input type="checkbox"/>	<input type="checkbox"/>		<u>Finance</u>			
NA ID	<input type="checkbox"/>	<input type="checkbox"/>		Final Payment bank transfer confirmation	<input type="checkbox"/>	<input type="checkbox"/>	
NA HQ Access Card	<input type="checkbox"/>	<input type="checkbox"/>		Withheld amount - confirmation of bank transfer	<input type="checkbox"/>	<input type="checkbox"/>	
Car Park Access Card	<input type="checkbox"/>	<input type="checkbox"/>					
<u>Supply Chain</u>							
Uniform Submission (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>					
Medical Equipment's Submission (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>					
Checked by:				Date:			
Verified by: NOUF ABDULLA HR & Corporate Services Manager/Head of Emiratization Program				Date:			