**NEW EMPLOYEE INDUCTION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Joining Date: |  |
| Position: |  | Employee No. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Orientation** | Applicable  Yes/No | Person Resp. | Actioned  (Initials) | Employee  Initials |
|  | **Pre-employment** |  |  |  |  |
| 1. | CGF175 Employee Health General Questionnaire |  | Rec |  |  |
| 2. | HRF101 Candidate Summary |  | Rec |  |  |
| 3. | Employment Approval Form/Supporting Documents |  | Rec |  |  |
| 4. | Criminal Record Declaration/Police Clearance |  | Rec |  |  |
| 5. | Driving License Acknowledgement (EMT-B) |  | Rec |  |  |
| 6. | HR Interview/Psychometric Assessment |  | Rec/HR and CSM |  |  |
| 7. | Complete Applicant File |  | Rec |  |  |
| 8. | HRF104 Reference Check |  | Rec |  |  |
| 9. | Health Insurance Continuity Certificate |  | Rec |  |  |
| 10. | Arranging Uniform |  | HR |  |  |
| 11. | Work/Entry Permit Processed |  | PR |  |  |
| 12. | Flight ticket/Temporary Accommodation (overseas applicant) |  | HR |  |  |
| 13. | Pre-employment - Medical test |  | Rec |  |  |
|  | **Post-employment** |  |  |  |  |
| **HR Orientation** | | | | | |
| 1. | Signing of Contract |  | HR |  |  |
| 2. | Policies/Procedures |  | HR |  |  |
| 3. | HR Forms/Acknowledgments |  | HR |  |  |
| 4. | Employment - Medical test |  | HR |  |  |
| 5. | Arranging for Residence Visa/Emirates ID/Driving License |  | HR |  |  |
| 6. | Bank Account Opening |  | HR |  |  |
| 7. | HRF535 On-Boarding Acknowledgement |  | HR |  |  |
| **Kronos Orientation (time and attendance)** | | | | | |
| 1. | Kronos Registration |  | Workforce Team |  |  |
| 2. | Biometrics Registration |  | Workforce Team/HR |  |  |
| **Clinical Services and Occupational Health Orientation** | | | | | |
| 1. | General Induction and Briefing/Policies |  | Clinical Services |  |  |
| 2. | Clinical Governance Orientation |  | Clinical Services |  |  |
| 3. | Peer Support Orientation |  | Clinical Services |  |  |
| **QHSE Orientation** | | | | | |
| 1. | QHSE Induction and Briefing |  | QHSE |  |  |
| 2. | Cultural Awareness |  | QHSE |  |  |
| **IT Orientation** | | | | |  |
| 1. | IT Induction and Briefing |  | IT |  |  |

|  |
| --- |
| **Remarks/Notes:** |