

HR Induction Checklist

For New Joiner

Dear Colleague,

Welcome to CAPGEMINI ENGINEERING ROMANIA!

This is the structure of your Induction as a New Employee of CAPGEMINI ENGINEERING ROMANIA.

The below information structure is an introduction to our organization, necessary for your quick settle down and smooth adjustment to our company.

Activity	Contact, Resources, Details	Responsible	Please mark if completed:
1. WORKPLACE WELCOME	<ul style="list-style-type: none"> Welcome and Introduction to Capgemini Engineering Romania Go through Induction plan Personal experience with us so far (interviewing and hiring impressions) 	HR	<input checked="" type="checkbox"/>
2. HIRING PROCESS	<p>The following documents have been submitted:</p> <ul style="list-style-type: none"> Acceptance of Offer Required documents for hire New Employee Information form ("Fisa de angajare") Hiring documents signed: <ul style="list-style-type: none"> Individual Employment Contract Confidentiality Annex Job Description 	HR	<input checked="" type="checkbox"/>
3. ORIENTATION	<ul style="list-style-type: none"> Company presentation Organizational structure 	HR	<input checked="" type="checkbox"/>
4. MANDATORY TRAINING	Mylearning tool	Trainings	<input checked="" type="checkbox"/>
5. HR POLICIES & PROCEDURES	<p>Relevant policies & procedures:</p> <ul style="list-style-type: none"> Time registration in TimeTac Home Office Holiday registrations and rules Medical Leave Other leaves registrations and rules HR policy / office Internal Order Regulations Collective Engagement Contract 	HR	<input checked="" type="checkbox"/>
6. GROUP POLICIES & PROGRAMS	<ul style="list-style-type: none"> LINX / https://linx.altran.com/Staffing/ NEXT / sso.capgemini PULSE / Peakon platform 	Group	<input checked="" type="checkbox"/>
7. Type in	<p>Get familiar with:</p> <ul style="list-style-type: none"> Annual performance review process 	HR / Team Manager	<input checked="" type="checkbox"/>
8. COMPENSATION & BENEFITS	<p>Get informed about:</p> <ul style="list-style-type: none"> Compensation (payment day, bank account conditions, timesheet vs. TimeTac) Regina Maria subscription BenefitOnline subscription Edenred card Others as per the Collective Employment 	HR	<input checked="" type="checkbox"/>

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	Contract		
9. EQUIPMENT & PROTECTION	<ul style="list-style-type: none">• Hardware and accessories receipt• Access card• Windows login• Outlook / work email access• TimeTac• Teams	Admin	<input checked="" type="checkbox"/>
10. HEALTH & SAFETY	Get instructed about H&S regulations in place and sign the associated documents	Admin	<input checked="" type="checkbox"/>
11. INFORMATION PROTECTION	Schedule meeting for Information Protection Base Training	HR/ISO	<input checked="" type="checkbox"/>

I confirm that I was properly informed regarding all the above-mentioned aspects and that I received the related support material and documents per email after the induction ended.

Name of Employee: Hodoroaga Ionut

Date: 22.08.2022

Signature: 