

## INDUCTION TRAINING FORM

Personal Details	
<b>Employee Name</b>	
<b>Employee Number</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Date of Joining</b>	

No	Description / Checklist	Yes / No
1	<b>Vision, Mission &amp; Values</b>	
2	<b>Organization Structure</b>	
3	<b>Job Description</b>	
4	<b>Organization Objectives</b>	
5	<b>Office time &amp; Time keeping procedure</b>	
6	<b>Various leaves and its applicability</b>	
7	<b>Performance Evaluation</b>	
8	<b>Disciplinary Action</b>	
9	<b>Policies &amp; Procedures</b>	
<div style="text-align: center;">(Signature with Date)</div>		<div style="text-align: center;">(Signature with Date)</div>
<b>Employee</b>		<b>HR Department</b>