

RECRUITMENT CONFIRMATION FORM

HRRC No: : RD14I0008

Name Of Candidate: : Landung Anandito

Position Candidate: : Intern Controller CPD

Division : CPD

Join Date : 06-Oct-14

Location : Non Field

Preparation for his/her arrival:

RI Manager

- * Welcome pack
- * Presentation on Company Profile
- * Human Resources General Policy
- * Office Tour

Direct Superior

- * Orientation Program please click here for some examples that can guide you
<http://idcorpidfs02/loreal/HRD/Page/GenericOrientation.htm>
- * Please submit one week before Employee arrival (H-7)

Secretary Division:

- * Email (name should refer to KTP) through eMIS
- * Internet connections

GA

- * Please refer to benefit plan below

Benefit

Benefit Comment

Insurance

Working Tools - PC

Working Tools - LCD

Working Tools - Phone 6945

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