

**Employee Onboarding Checklist- Muzammil Shah**

Before Joining	Responsibility	Status
E-mail the candidate ,Include the starting date, time and location	HR Manager	Complete
Provide the phone number and email of their contact person	HR Manager	Complete
Announce their start date, and which office they will be working from	HR Manager	Complete
Make sure that the head of their department is prepared for the new arrival	HR Manager	Complete
Define where the new employee's workstation will be	Department Head	Complete
Order all necessary equipment	Administration	Complete
Create their accounts in the HR system	HR Manager	Complete
Create accounts, email, and other needed accounts for the new employee (prepare a full list of all services)	HR Manager	Complete
Prepare HR related documents	HR Manager	Complete
First day checklist	Responsibility	Status
Be sure to greet the new employee	HR Manager	Complete
Initial HR Meeting which includes the following activities,	HR Manager	Complete
1. Official Timings	HR Manager	Complete
2. Late Coming / Emergency Leave Notification	HR Manager	Complete
3. Leaves Policy	HR Manager	Complete
4. Medical Policy	HR Manager	Complete
5. Dress Code	HR Manager	Complete
6. Self-Services	HR Manager	Complete
7. Monday Lunch Facility	HR Manager	Complete
8. Documents Submission for Personal File/ Record	HR Manager	Complete
9. Assign Workstation/ Laptop to the new Employee	HR Manager	Complete
10. Organize a work tour. Hit the essentials: entrances, restrooms, kitchen, common room	HR Manager	Complete
Introduce the new employee to their colleagues and department	HR Manager	Complete
Introduce the new employee's onboarding buddy	HR Manager	Complete
Ensure that they can log in to their station and all equipment is working properly	HR Manager	Complete
Sign Joining Report	HR Manager	Complete
Check that all credentials and accesses work	HR Manager	Complete
Set up a welcome tea with the new employee and their team	HR Manager	Complete
First week checklist	Responsibility	Status
Provide access and inform them where to find company policies	HR Manager	Complete
Check that the employee has had meetings with the department head, and all key people to their role	HR Manager	Complete
Check short term goals have been set	Department Head	Complete
Check that all equipment and software needs are met	HR Manager	Complete
Plan new employee training & onboarding	Department Head	Complete
First month checklist	Responsibility	Status
Set a one-to-one meeting with the employee at the end of the month (Manager)	Department Head	N/A
Set a meeting with the department head about the employee's progress (GM)	GM	N/A
Check the employee's feelings about the job (Manager)	Department Head	N/A
Plan and schedule a three month and six month survey for the employee (GM & Manager)	GM	N/A