

**Employee Onboarding Checklist- Saad Saeed**

| 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 | Complete |
| Set a meeting with the department head about the employee's progress (GM)                                    | GM              | Complete |
| Check the employee's feelings about the job (Manager)  | Department Head | Complete |
| Plan and schedule a three month and six month survey for the employee (GM & Manager)                         | GM              | Complete |