



INDUCTION CHECKLIST

Employee Name:

Department:

Position: Start Date:

PURPOSE AND INSTRUCTION

This checklist will help prepare for the new employee's introduction to the company, job and work environment. Each item listed below should be checked when done.

<input checked="" type="checkbox"/>	Action By	Action	Remarks
JOB OFFER			
<input type="checkbox"/>		Contract / Offer Letter sent	
COMPANY INFORMATION - BRIEF			
<input type="checkbox"/>		Company History and background	
<input type="checkbox"/>		Company Quality Policy and Objectives	
<input type="checkbox"/>		Holidays & Additional days	
<input type="checkbox"/>		Disciplinary & Attendance / Working hours	
REMUNERATION INFORMATION			
<input type="checkbox"/>		Pay / Remuneration rate & calculations	
<input type="checkbox"/>		Performance review & Appraisal / KPI	
<input type="checkbox"/>		Probation, confirmation and subsequent review dates and methods of evaluation	
FILING /UPDATE			
<input type="checkbox"/>		File Academic /Technical /Professional Certificates/ Training Records	
<input type="checkbox"/>		Update EPF /KWSP No.	
<input type="checkbox"/>		Update Income Tax /LHDN No.	
<input type="checkbox"/>		Update SOCSO /PERKESO No.	
<input type="checkbox"/>		Update Bank Account No.	
JOB SCOPE / INFORMATION			
<input type="checkbox"/>		Job responsibilities	
<input type="checkbox"/>		On-job training	
<input type="checkbox"/>		Dress code and personal safety	
<input type="checkbox"/>		Expectation of contribution to Quality Management System	

Briefing Given by:

Name:
Date:

Acknowledged by:

Employee's Name:
Date: