

(Name of Organization)

HR CHECKLIST

Please tick the relevant options and support with material requisitions wherever required as per policy.

➤ **Office**

- Workstation available

➤ **Desk**

- New / cleaned out
- Files orderly
- Handover report present

➤ **Computer**

- Cleaned & connected
- Desktop required
- Laptop required
- Required software installed
- Login/mail id created

➤ **Telephone**

- Direct line required

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➤ **Stationery**

- Pen
- Notepad
- Cardholder

➤ **Staff Notification**

- Confirm with new employee first day/time of arrival
- Broadcast message about the new employee

➤ **Induction**

- Meeting with HR for induction presentation
- Induction docket
- Arrange for a meeting with the CEO / Directors
- Arrange for the first staff introduction
- Employee Manual
- Follow up after one month to understand progress/concern areas

➤ **Documentation**

- Signed offer letter
- Copy of pan card, Aadhar card & passport sized photographs
- Collect tax declarations
- Declaration of income from the previous employer
- Personal Details
- Bank salary account
- Mail company formats
- Update attendance register

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- Update in company formats

➤ **Printing Requirements**

- Business cards
- Letterheads

➤ **Insurance (after completion of 1 month)**

- Health insurance
- Life insurance