



New Employee Onboarding Checklist

conducted for

Jay Vee Fuentes

Department

Marketing

Start Date

26 Oct 2018

HR Representative

Bea Adriano

Completed on

26 Oct 2018 06:55 PM

Score

8/9.0 - 88.89%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Discuss the benefits package	×	Benefits package will be discussed on Monday

Actions

#1. Hi Ms. Nel, I would like to endorse Jay Vee for training on Monday.

Assignee: Nel@sc.com

Priority: HIGH



Due Date: 29 Oct 2018 06:40 PM



Audit: Marketing / Jay Vee Fuentes / 26 Oct 2018 / Bea Adriano

Linked to item: Endorse to training team

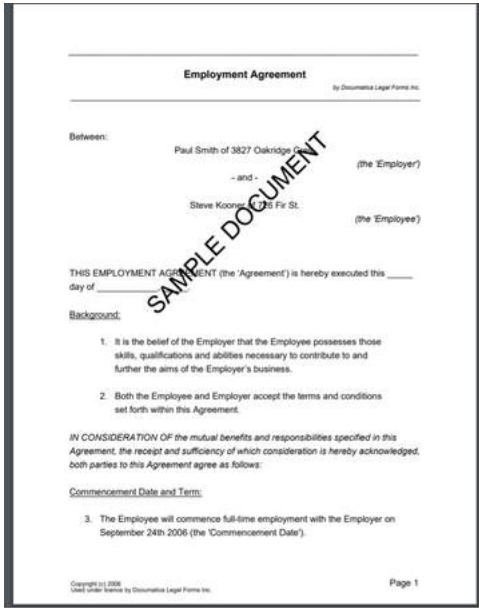
Status: To Do

Audit - 8/9 88.89%

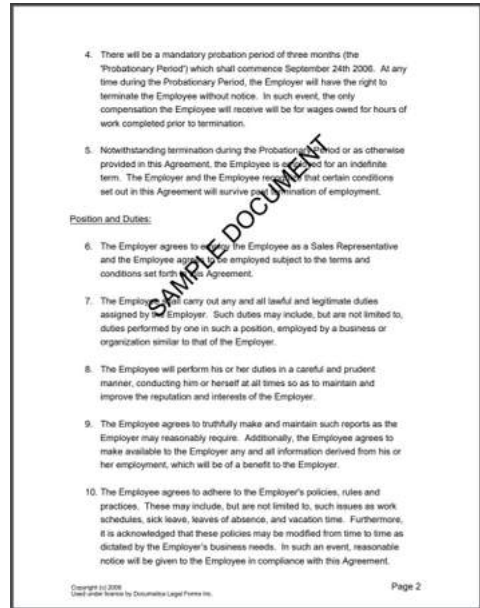
Question	Response	Details
General Information		
Employee Number	SC01234	
Position	Customer Onboarding Advocate	
Employment status	Probationary	
Onboarding Documents		
Photo of employment contract		
		
Appendix 1	Appendix 2	Appendix 3
Requirement(s) status? • Take photos of all documents	Incomplete	Incomplete Requirements - Certificate of Employment from previous employer - Income Tax Return
		
Appendix 4		
Onboarding Checklist		Score (8/9) 88.89%
Prepare employee's workstation	✓	
Give access to any tools they will need	✓	
Discuss the benefits package	✗	Benefits package will be discussed on Monday
Discuss role, goals, and projects with the supervisor	✓	
Discuss job description and responsibilities	✓	

Question		Response	Details
Tour around the office		✓	
Induct company policies and safety measures		✓	
Handover Employee Handbook		✓	
Endorse to training team		✓	
Completion			
Additional Training needs		Soft skills training (English Comprehension)	
Employee (Full Name and Signature)	Jay Vee Fuentes	26 Oct 2018 06:52 PM	
HR Representative (Full Name and Signature)	Bea Adriano	26 Oct 2018 06:50 PM	

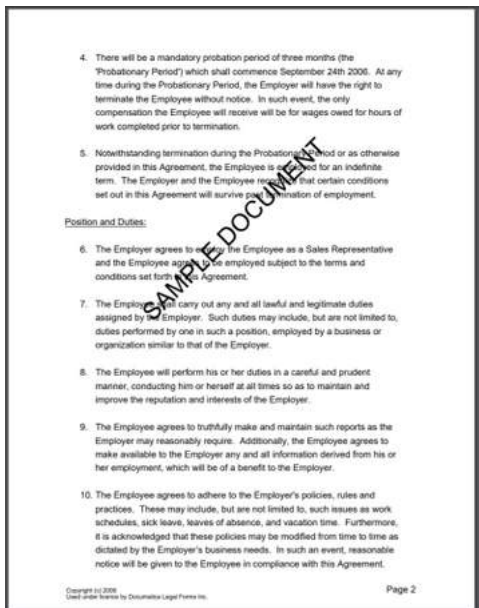
Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4