



# New Employee Onboarding Checklist

Marketing / Jan Vee Fabel / 4 Jan 2023 / Bea Atkins

Complete

Score	88.89%	Flagged items	1	Actions	0
<b>Department</b>					
Marketing					
<b>Employee Name</b>					
Jan Vee Fabel					
<b>Start Date</b>					
04.01.2023					
<b>HR Representative</b>					
Bea Atkins					

**Flagged items**

1 flagged

Audit / Onboarding Checklist

**Discuss the benefits package**



Benefits package will be discussed on Monday

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## General Information

### Employee Number

SC01234

### Position

Customer Onboarding Advocate

### Employment status

Probationary

## Onboarding Documents

### Photo of employment contract



Photo 1



Photo 2

### Requirement(s) status?

- Take photos of all documents

Incomplete

Incomplete Requirements

- Certificate of Employment from previous employer
- Income Tax Return



Photo 3

## Onboarding Checklist

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



<b>Discuss job description and responsibilities</b>	✓
<b>Tour around the office</b>	✓
<b>Induct company policies and safety measures</b>	✓
<b>Handover Employee Handbook</b>	✓
<b>Endorse to training team</b>	✓

## Completion

### Additional Training needs

Soft skills training (English Comprehension) to be scheduled

### Employee (Full Name and Signature)



Jan Vee Fabel  
06.01.2023 17:38 PST

### HR Representative (Full Name and Signature)



Bea Atkins  
06.01.2023 17:38 PST

Appendix



Photo 1

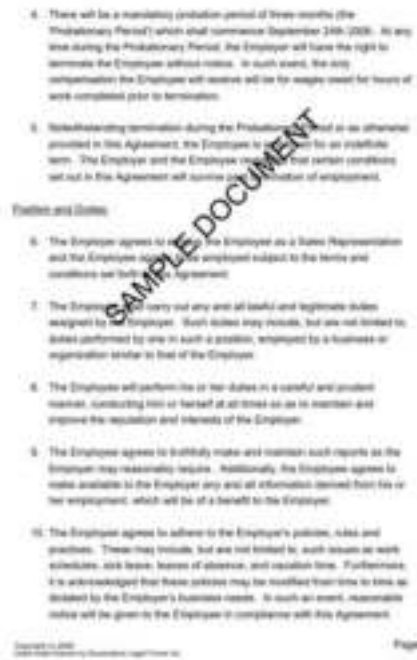


Photo 2



Photo 3