

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

☐ **Stationery**

- Pen
- Notepad
- Cardholder

☐ **Staff Notification**

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

□ **Induction**

- Meeting with HR for induction presentation
- Induction docket
- Arrange for meeting with the CEO / Directors
- Arrange for first staff introduction
- Employee Manual
- Follow up after 1 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
- Update in company formats

□ **Printing Requirements**

- Business cards
- Letterheads

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

- Health insurance

- Life insurance