Employee Onboarding Checklist

HR and the new joiner confirm the onboarding steps below.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Documents submitted

- [ ] Signed appointment letter and NDA
- [ ] ID, address proof and PAN
- [ ] Education and previous employment documents
- [ ] Bank details and PF/UAN details

Received from the company

- [ ] Laptop and accessories
- [ ] Email, HR system and tools access
- [ ] ID card and office access
- [ ] Induction session and policy handbook

JOINING DATE

BUDDY ASSIGNED

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE