



## HR CHECKLIST FOR SUCCESSFUL ONBOARDING

**Employee name:**  
**Employee ID:**  
**Date of Onboarding Briefing:**

**1. Complete New Hire Paperwork**

Application Form Completed	
Interview Evaluation Form Completed	
Employee Information Form Completed	
Employee Banking Details Completed	
Others (Specify):	

**2. Prepare Equipment**

Prepare Machinery/PC/Laptop	
Prepare a uniform if necessary	
Get name tags, pens and a notebook in place	
Pre-install software	
Double check everything is working properly.	

**3. Inform Them of the Company Policies**

Company car policies including stolen/accident report	
Leave policies (i.e. sick, disability, maternity, parental, etc)	
Break off / Time off	
Overtime pay	
Group insurance policy	
Cost reimbursement	
KWSP/SOCSO and other benefits	

**4. Set Job Policies**

Number of expected work hours	
Short term goals	
Long term goals	
Other related activities	

**5. Set Job Policies**

Number of expected work hours	
Short term goals	
Long term goals	
Other related activities	

**6. Remarks:**

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**FOR HR OFFICE USED:**

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Signature:  
 Conducted by:  
 Position:  
 Date: