

Introduction Employee Preparation Form

Format No. :
Rev. No. :
Rev. Date. :

Form No. :
Date :
Record No. :

Name of Employee :-
Date of Joining :-
Designation :-
Department :-
H.O.D. :-

Introduction | Learning | Preparation

** P = Information Provided | N = Information Not provided*

(1) -	Organisation	Status (P / N) *	Remarks
	History		
	Company Policy		
	Objective		
	Structure		
	Products		

(2) -	Organisation Members	Status (P / N) *	Remarks
	Superier		
	Coleague		
	Sub-Ordinators		

(3) -	General	Status (P / N) *	Remarks
	General Instruction		
	Pay Schedule		
	Work Hours		
	Rules for Lateness		
	Absence Policy		
	Holiday		
	Leave Policy		
	Safety Guideline		
	First Aid		
	Dress Code		
	Security Procedure		
	Restricted Area		
	Confidentiality		

Employee - Signature :	Human Resources
	Form Received by:
	From Received Date.
Trainer - Signature :	Sign.