Employee Joining Checklist – India Format

# Candidate Details

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joining Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1. Pre-Joining Documents Checklist

* ☐ Signed Offer Letter
* ☐ PAN Card Copy
* ☐ Aadhaar Card Copy
* ☐ Bank Account Details
* ☐ Photographs (2 passport size)
* ☐ Previous Employment Documents (Relieving Letter, Experience Letter)
* ☐ Educational Certificates
* ☐ Updated Resume

# 2. First Day Activities

* ☐ Welcome Email Sent
* ☐ ID Card Issued
* ☐ Laptop/IT Equipment Assigned
* ☐ HR Orientation Completed
* ☐ Introduction to Team
* ☐ Assigned Buddy / Mentor
* ☐ Workstation Setup

# 3. IT / HR Setup Tasks

* ☐ Official Email ID Created
* ☐ HRMS Access Granted (e.g., Keka, Zoho People)
* ☐ Payroll Information Collected
* ☐ PF/UAN/ESIC Details Verified

# 4. Compliance & Legal Requirements

* ☐ Form 11 (PF Declaration) Submitted
* ☐ ESIC Declaration Form Submitted (if applicable)
* ☐ Code of Conduct Acknowledgement
* ☐ Company Policy Documents Signed

# 5. First Week Follow-up Checklist

* ☐ Initial Training Scheduled
* ☐ Probation Review Date Set
* ☐ Team Meeting Scheduled
* ☐ One-on-One with Manager

# 6. Sign-Off

HR Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Reporting Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_