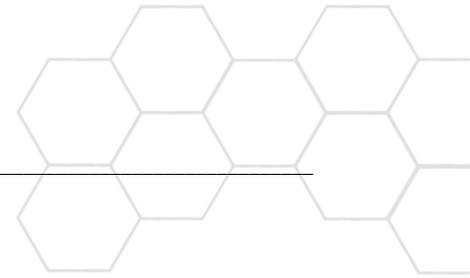




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PRE-JOINING

OFFER LETTER ISSUED & ACCEPTED

Confirm that the offer letter is formally issued and accepted in writing before the employee's start date, as verbal agreements often lead to misunderstandings around role, pay, or start date; good practice is securing written acceptance and retaining it in the employee file.

REQUIRED DOCUMENTS COLLECTED

Ensure all necessary documents such as passport, visa, IDs, and certificates are collected and verified before joining, as missing documents delay compliance and payroll setup; good practice is using a standardized pre-joining document checklist.

IT / SYSTEM ACCESS PLANNED

Check that system access, email, tools, and equipment are prepared in advance, as delayed access reduces productivity and engagement; good practice is coordinating IT setup before Day 1 so the employee can work immediately.

DAY 1

WELCOME & ORIENTATION COMPLETED

Confirm that the employee receives a structured welcome and orientation covering company culture, values, and ways of working, as poor first impressions impact engagement; good practice is a planned Day-1 agenda rather than ad-hoc introductions.

POLICIES & CODE OF CONDUCT SHARED

Ensure that company policies and the Code of Conduct are shared and acknowledged, as employees cannot be held accountable for rules they were never informed of; good practice is obtaining written acknowledgement during onboarding.

REPORTING MANAGER INTRODUCTION

Verify that the employee is formally introduced to their reporting manager and understands reporting lines, as unclear supervision leads to confusion and poor performance; good practice is clarifying expectations from the start.

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FIRST 30 DAYS

ROLE EXPECTATIONS EXPLAINED

Confirm that the employee understands what success looks like in their role, as unclear expectations cause frustration and early underperformance; good practice is discussing responsibilities, priorities, and deliverables within the first weeks.

TRAINING / HANDOVER INITIATED

Ensure that training and handover activities are planned and initiated, as informal learning leads to inconsistency and errors; good practice is structuring training with clear ownership and timelines.

PROBATION GOALS DISCUSSED

Verify that probation objectives, review timelines, and success criteria are discussed early, as unclear probation expectations increase attrition and disputes; good practice is documenting goals and reviewing progress regularly.

- END-

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