

RECRUITMENT POLICY

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| Form # | AD-100-F5 | Revision # | 02 |
| Accessibility level | A | Effective date | Jan 20, 2021 |

NEW EMPLOYEE RECEPTION FORM

Date: / /

| | |
|-------------------|----------------|
| Employee Name: | ID Number: |
| Position Title: | Department: |
| Appointment Date: | Report to: |
| Arrival Date: | Arrival Place: |
| Came from: | Nationality |

To Whom It May Concern - Please provide the following items to the new arrived employee:

| Item | Required | Provided | Serial Number |
|---|--|--|---------------|
| Office Desk | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Office Chair | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Guest Chairs | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Office Closet | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| PC | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Lap Top | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Office Tools | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Printer | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Scanner | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Email | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Internet connection | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Business Card | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Uniform | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Housing | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Orientation Training | <input type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input type="radio"/> No | |
| Employee Name and Signature: | | | Date: |
| IT Director Name and Signature: | | | Date: |
| Finance Director Name and Signature: | | | Date: |
| Fixed Assets Director Name and Signature: | | | Date: |
| Department Head Name and Signature: | | | Date: |
| HR Manager Name and Signature: | | | Date: |