



جامعة فهد بن سلطان  
FAHAD BIN SULTAN UNIVERSITY

## RECRUITMENT POLICY

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:

