
	<h1>Job Induction Checklist</h1> <h2>Forms and Templates</h2>		Document Number: FM-SS-05.05
	Department: Human Resource	Effective Date: July 26, 2018	Revision No 0

		<h3>Job Induction Checklist</h3>		DOCUMENT NO: FM-SS-05.05 EFFECTIVE DATE: July 23, 2018 REVISION NO: 0 DEPARTMENT: Human Resource
Employee Name:		Employment Date:		
Position:		Department:		
SBU:		Location:		
DEPARTMENT	CONDUCTED BY	NOTES	DATE	
SHARED SERVICES				
Human Resources <ul style="list-style-type: none"> Company Overview Code of Conduct Hours of work/time keeping Dress Code Tour of Offices and work area 				
Information Technology <ul style="list-style-type: none"> Organization chart Policies and procedures Email Systems 				
Internal Audit <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Quality Assurance <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Claims <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Materials Management <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Fleet Management <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Contract Logistics <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
Marketing <ul style="list-style-type: none"> Organization Chart Department's Functions Policies and Procedures 				
SBU				
Customer Service <ul style="list-style-type: none"> Organization Chart Department's Function 2Ps and guidelines 				
Sales <ul style="list-style-type: none"> Organization Chart Department's Function 2Ps and guidelines 				
Operations <ul style="list-style-type: none"> Organization Chart Department's Function 2Ps and guidelines 				
Finance <ul style="list-style-type: none"> Organization Chart Department's Function 2Ps and guidelines 				
THE JOB				
<ul style="list-style-type: none"> Department's Function Policies and Procedures Key duties and responsibilities Department's organization chart Expected work standards Key Performance Indicator Supervisor and work performance appraisal 				

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

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