

JOB INDUCTION CHECKLIST

Employee Name:	Employment Date:
Position:	Department:
SBU:	Location:

DEPARTMENT	CONDUCTED BY	NOTES	DATE
SHARED SERVICES			
Human Resources <ul style="list-style-type: none">Company overviewCode of conductHours of work/time keepingDress codeTour of offices and work area			
Information Technology <ul style="list-style-type: none">Organization chartPolicies and proceduresEmailSystems			
Projects <ul style="list-style-type: none">Organization ChartDepartment's functionsPolicies and proceduresSystems			
Quality Assurance <ul style="list-style-type: none">Organization chartDepartment's functionsPolicies and procedures			
Claims <ul style="list-style-type: none">Organization chartDepartment's functionsPolicies and procedures			
Materials Management Department <ul style="list-style-type: none">Organization chartDepartment's functionsPolicies and procedures			
Fleet Management <ul style="list-style-type: none">Organization chartDepartment's functionsPolicies and procedures			
Marketing <ul style="list-style-type: none">Organization chartDepartment's functionsPolicies and procedures			

SBU			
Customer Service Department <ul style="list-style-type: none">Organization ChartDepartment's functions2Ps and guidelines			
Sales <ul style="list-style-type: none">Organization ChartDepartment's functions2Ps and guidelines			
Operations <ul style="list-style-type: none">Organization ChartDepartment's functions2Ps and guidelines			
Finance <ul style="list-style-type: none">Organization ChartDepartment's functions2Ps and guidelines			

THE JOB			
<ul style="list-style-type: none">• <i>Department's functions</i>• <i>Policies and procedures</i>• <i>Key duties and responsibilities</i>• <i>Department's organization chart</i>• <i>Expected work standards</i>• <i>Key Performance Indicator</i>• <i>Supervisor and work performance appraisal</i>			

New Employee Signature : _____

Date: _____