

		Document No: SALIHIN-ISQM1/E4/FORM A	
Title: INTERNATIONAL STANDARDS ON QUALITY MANAGEMENT 1 ("ISQM 1")		Revision No: 1	Version No: 3.0
		Effective Date: 01.01.2024	

NEW EMPLOYEE/TRAINEE ORIENTATION CHECKLIST

Name :

Position :

Commencement Date :

Supervisor :

Welcome to SALIHIN. We believe that staff orientation is a process of inculcation and not just an event. Our intent is to ensure that all new employees/trainees feel at ease and welcomed at SALIHIN with proper guidance. Therefore, this orientation explains who we are, what we do, how we do things, and our guiding principles, values and culture. At the end of the process, the new employee is expected to understand our services, departments, work ethics, standard policies and operating procedures, and how to kick start a guided responsibilities at SALIHIN.

Each new employee/trainee is expected to complete this checklist as soon as it is practical or within a specified timeframe.

ITEM	PIC	REMARKS	SIGNATURE	DATE
EMPLOYMENT AND ADMINISTRATION				
Candidate interview and evaluation checklist	HR			
Offer letter has been received and signed	HR			
Non-Disclosure Agreement has been signed	HR			
Letter to open new bank account has been issued (if applicable)	HR			
ID card and Access Card have been issued	HR			
Name card has been issued	HR			

HR ADMINSTRATIVE MATTERS	PIC	REMARKS	SIGNATURE	DATE
Username and password for printing machine have been issued	HR			
Phone Extention has been provided	HR			
Email address has been created	IT			
Portal (HR and MGS) access has been created	HR			
Laptop or PC has been provided	IT			
Stationaries set has been provided	Admin			
Corporate notebook has been provided	Admin			
Blazer (for Senior and above)	Admin			
Corporate shirt has been provided	Admin			
Monthly Parking has been arranged (for Manager and above)	Admin			
Phone line has been registered (for Manager and above)	Admin			
HR Portal, MGS, and SALIHIN google suite System have been explained	HR/Buddy			
Terms & condition of employment have been explained and provided	HR	Assist through Portal		
Expected working hours and lunch period have been explained	HR			
Leave entitlements and the procedure for applying have been explained	HR			
The employee understands how and whom to notify when absent from the workplace without prior leave application	HR			
The employee understands how and when to submit claims	HR			
Code of Conduct & Ethics has been explained and provided	HR			
Anti-bribery Policy has been explained and provided	HR			
The new employee has been introduced to all employees	HR			

INTRODUCTION TO SALIHIN	PIC	REMARKS	SIGNATURE	DATE
Contact Directory has been provided	HR			
Tour of office has been conducted	HR			
a) Work areas				
b) Toilets				
c) Recreational areas (leisure area)				
d) Technical library				
e) Fire exits				
f) Fire extinguisher				
g) First aid boxes				
h) Surau As-Solihin (male and female)				
i) Training rooms				
j) Meeting / Discussion rooms and areas				
k) Multi Purpose Hall (MPH)				
l) KBS room				
m) Pantries				
n) Parking area				
o) Suggestion/Complaint box				
Attended new employee orietation program	HR			

ABOUT THE JOB	PIC	REMARKS	SIGNATURE	DATE
Received set of each department structure and processes for reference	HR			
Job description and reporting line have been given and explained by Supervisor	Supervisor			
Performance expectation has been discussed	Supervisor			
Performance Appraisal policies and procedures has been explained	Supervisor			
Department's policies and standard operating procedures (SOPs) has been given and explained	Head / Supervisor			
Buddy has been assigned	Supervisor			
Work flow and process have been explained by Buddy	Buddy			
Daily time sheet has been given and explained by Supervisor	Supervisor			
Usage of related software/system/photocopy/fax machine/shredder etc have been explained by Buddy	Buddy			
Filing system has been explained by Buddy (mentor)	Buddy			
Supervisor has done the performance evaluation at the end of training/probation period	Supervisor			
Annual Training Calender has been provided	Supervisor			
Statement of Fit and Proper Status, Independence and Confidentialty has been signed (E2/Form B)	Supervisor			
Independent Confirmation has been signed (E2/Form C)	Supervisor			
Employee/Trainee Aknowledgement and Declaration Form has been signed (E4/Form N)	Supervisor			

* I hereby completed the checklist above:

Signed by:

Verified by:

Received by:

Name:

Position:

Date:

Name:

Position:

Date:

Name:

Position:

Date: