

NEW HIRE EMPLOYEE CHECKLIST

Employee Name Charmaine G. Capiral
Employee Code : 251001
Position Title : Social Media Artist
Department : Marketing Department
Start Date : 10/13/25

	YES	NO
1. Where you able to receive your ID, ID Lace and Quality Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Did you received proper orientation prior to your start date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Did your Training Assistant able to discussed the Company's Code of the Discipline (eg. Common Violations)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Did you understand the Rules and Policies of the Company and the outlet wherein you will be assigned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Did the HR Team route and introduce you to the different departments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Did your Immediate Superior/Department Head were able to discussed the following topics:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	YES	NO
Table of Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Department Objectives and KPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of Your Job Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expectation	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Do you understand the following topics that was discussed?

	YES	NO
Table of Organization	✓	
Department Objectives and KPI	✓	
Summary of Your Job Role	✓	
Expectation	✓	

If not, what topic/s did you not fully understand?

8. What are your expectation as an employee in relation with your role and your expectation with the Company?

I think this will be hard at first because this is my first work experience and I don't have any idea on how to work in a company like this. But when I meet my colleague, my feelings feel light and I think, I will enjoy working with them. I think working with Kolin will help me improve my skills, I will learn a lot and the same time, I think I will enjoy it.

9. Additional Comments

Employee Conforme: 
Signature over Printed Name

Departmet Head/Immediate Superior Conforme: _____

Noted By:

HR in Charge: _____
Signature over Printed Name