

Employee onboarding checklist

Company name	Prepared by
Employee name	Employee no.
Designation	Department
Joining date	Line manager

Tick each task when it is done and write the date. Add, remove or reorder rows to suit your company; the government steps follow the order your PRO advises.

Done	Task	Owner	Due date	Done on	Notes
Before day one					
☐	Offer letter signed and returned	HR · employee			
☐	Employment contract signed by both parties	HR · employee			
☐	Passport, visa and photograph copies collected	Employee			
☐	Educational and professional certificates collected (attested where required)	Employee · HR			
☐	Entry permit or change of visa status arranged	PRO			
☐	Medical fitness test completed	Employee · PRO			
☐	Emirates ID application and biometrics	Employee · PRO			
☐	Work permit or labour card issued	PRO			
☐	Health insurance arranged	HR			
☐	Bank account details collected for WPS salary	Employee · HR			
☐	Emergency contact recorded	Employee			
First day					
☐	Welcome and introduction to the team	Line manager			
☐	Equipment issued and asset handover form signed	Operations			
☐	Email, system accounts and door card set up	IT · Admin			
☐	Staff ID and uniform issued	Admin			
☐	Company policies and code of conduct read and acknowledged	Employee			
☐	Site induction and health and safety briefing	Supervisor			
First month					

Done	Task	Owner	Due date	Done on	Notes
☐	Document expiry dates recorded (passport, visa, Emirates ID, work permit, insurance, licences)	HR			
☐	Working hours and duty roster confirmed	Supervisor			
☐	Training plan agreed	Line manager			
☐	Probation review date set	Line manager			
Before probation ends					
☐	Probation review held and outcome recorded	Line manager · HR			
☐	Confirmation letter issued	HR			

Sign-off

HR

Name, signature and date

Line manager

Name, signature and date

Employee

Name, signature and date