



Orientation and Induction

The HR team along with the respective supervisor is responsible for the induction process. The following checklist will help to follow the whole process, from the new employees' first day to the end of their probation period.

	Responsible person & source
Documents sent to employees (within the first day)	HR team
<input type="checkbox"/> Contract	Contract template
<input type="checkbox"/> Employee handbook	Employee Handbook
Documents received from employees (within the first week)	HR team
<input type="checkbox"/> PAN card	
<input type="checkbox"/> Identity proof (Adhar card / Driving license / Voter's ID / Passport)	
<input type="checkbox"/> Signed contract	Employees
<input type="checkbox"/> Relevant qualification certificates	
<input type="checkbox"/> 2 references contact information	
<input type="checkbox"/> 2 passport sized photos	
<input type="checkbox"/> Copy of previous employment relieving letter / experience letter	
The orientation program (within the first week)	Position's Supervisor
<input type="checkbox"/> Welcome on board	
<input type="checkbox"/> Meeting the Sol's ARC team (work-related teams)	
<input type="checkbox"/> Visiting work-related Sol's ARC schools and office	
<input type="checkbox"/> Getting familiar with the working environment	



<input type="checkbox"/> Getting to know office /school surroundings (such as stores and travel routes)	
<input type="checkbox"/> Introduction to Sol's ARC (such as organizational structure, vision & mission and values)	Sol's ARC website and Employee Handbook
<input type="checkbox"/> Introduction to employment terms and conditions	Employee Handbook
<input type="checkbox"/> Explanation of job specific responsibilities and tasks	
Document sent to employees (once past the probation)	HR team
<input type="checkbox"/> Confirmation letter	Confirmation Letter template
