

**Ecoair Cooling Systems Private Limited,  
Hinjewadi, Phase-II**

**Employee Orientation & Induction Check List**

DOC. NO:

DATE OF STARTING: 19/07/2018

1	Word of welcome. <input checked="" type="checkbox"/>
2	Explaining of products of the company. <input checked="" type="checkbox"/>
3	Geography of the office building or plant. <input checked="" type="checkbox"/>
4	Explain over-all departmental organisation and its relationship to other activities of the company. <input checked="" type="checkbox"/>
5	Explain employee's individual contribution to the objectives of the department and his starting assignment in broad terms. <input checked="" type="checkbox"/>
6	Discuss job content with employee and give him/her a copy of job description ( Roles and responsibilities) (if available). <input checked="" type="checkbox"/>
7	Explain departmental training progammes and show the importance of training, salary increase practices, and procedures. <input checked="" type="checkbox"/>
8	Introduce the new employee to the training department/trainers. <input checked="" type="checkbox"/>
9	The employee understands whom he/she reports to during the training period. <input checked="" type="checkbox"/>
10	The employee knows how long she/he is considered to be in training and the duration and conditions of any probationary period. <input checked="" type="checkbox"/>
11	The employee knows whom to contact in the event of problems. <input checked="" type="checkbox"/>
12	Discuss where the employee lives and transportation facilities. <input checked="" type="checkbox"/>
13	<b>Explain working conditions:</b>
(a)	Hours of work. <input checked="" type="checkbox"/>
(b)	Use of employee entrance and exit. <input checked="" type="checkbox"/>
(c)	Lunch hours. <input checked="" type="checkbox"/>
(d)	Tea/Coffee Breaks. <input checked="" type="checkbox"/>
(e)	Personal telephone calls and mail. <input checked="" type="checkbox"/>
(f)	Overtime policy and requirements. <input checked="" type="checkbox"/>
(g)	Pay days and procedure for being paid. <input checked="" type="checkbox"/>
(h)	Lockers. <input checked="" type="checkbox"/>
(I)	Other - Safety habits and security regulation. <input checked="" type="checkbox"/>
14	<b>Requirement for continuance of employment - explain company standards as</b>
(a)	Performance of duties. <input checked="" type="checkbox"/>
(b)	Attendance and punctuality. <input checked="" type="checkbox"/>
(c)	Handling confidential information. <input checked="" type="checkbox"/>
(d)	Behaviour. <input checked="" type="checkbox"/>
(e)	General appearance. <input checked="" type="checkbox"/>
(f)	Wearing of uniform. <input checked="" type="checkbox"/>
15	Introduce new staff member to manager (s) and other supervisors (special attention should be paid to the person to whom the new employee will assigned). <input checked="" type="checkbox"/>
16	HR Manual including grievance and disciplinary procedures. <input checked="" type="checkbox"/>
17	ISO - 9001:2008 /TS 16949 awareness training <input checked="" type="checkbox"/>
18	<b>Release employee to immediate supevisor who will:</b>
(a)	Introduce new staff member to fellow workers. <input checked="" type="checkbox"/>
(b)	Attendance and punctuality. <input type="checkbox"/>

Name of Employee:

LAVKUSH TEWARI

Sign:

*[Signature]*

Name of Supervisor/Manager:

*[Signature]*

Name of Admin./HR:

SHADAB A. KHAN

*[Signature]*

