

**CDL-HR-002**

**Employee Welcome Kit CheckList**

Kindly tick the box that applies. Note that items received will be under your care and as such should not be misused to avoid penalty of any kind.

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Item** | **Qty** | **Mark** |
| 1 | Laptop or PC |  |  |
| 2 | Mobile phone |  |  |
| 3 | Sim card |  |  |
| 4 | Employee Handbook |  |  |
| 5 | Mifi |  |  |
| 6 | Flash drive |  |  |
| 7 | ID card |  |  |

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign &Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR/Admin Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_