



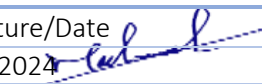
# Employee Onboarding Checklist Form

Doc. Control Number	Version
SNL-59	0.1



## Document Reference

Item	Description
Title	Employee Onboarding Checklist Form
Department	Cybersecurity department
Version No	0.2
Status	Draft
Type	DOCX
Publish-Date	11 August 2024
Revision-Date	11 August 2025

Authors		
Name	Department	Signature/Date
Muhaned Kamal Ali	Cybersecurity - I. S Specialist	8/11/2024 

Reviewed by		
Name	Department	Signature/Date
Yasir Awad	Head of Cyber Security Department	8/11/2024 

Approved by		
Name	Department	Signature/Date
Abdullah Al Shuhail	V.P	8/11/2024 

## Control-Page

Document Amendment Record			
Version-No	Date	Prepared-by	Explanation
0.1	Aug 2023	Muhaned Ali	First Release
0.2	11 Aug 2024	Muhaned Ali	The document has been updated and reviewed



Employee Onboarding Checklist Form				
<b>Personnel Information:</b>				
Name: _____		Position: _____		
Department: _____		Supervisor: _____		
Office Location: _____		Start Date: _____		
General Set-Up and Accounts			Assigned to	Date Completed
Review company policies, including code of conduct	<input type="checkbox"/>		HR	
background checks	<input type="checkbox"/>		HR	
Policy Documents Reviewed & Signed (NDA, AUP, etc...)	<input type="checkbox"/>		HR	
Telephone Number	<input type="checkbox"/>		IT Dept	
Extension	<input type="checkbox"/>		IT Dept	
Business Cards	<input type="checkbox"/>	(On desk)	HR	
Office Card	<input type="checkbox"/>	(On desk)	HR	
Car Key	<input type="checkbox"/>		HR	
Technology				
Computer (Desktop, Laptop)	<input type="checkbox"/>		IT Dept	
Backup Account	<input type="checkbox"/>		IT Dept	
Email Address	<input type="checkbox"/>		IT Dept	
Odoo Account	<input type="checkbox"/>		IT Dept	
Install anti-virus software.	<input type="checkbox"/>		IT Dept	
Check in with new hires to see if they've properly installed all the software.	<input type="checkbox"/>		IT Dept	
Training				
Cyber Security Awareness	<input type="checkbox"/>		HR	
SNLC Cyber Security Policies	<input type="checkbox"/>		HR	
MFA Procedures	<input type="checkbox"/>		HR	
Orientation re. network security and best practices (e.g., frequency of password changes, document shredding)	<input type="checkbox"/>		Infosec Team	