



# EMPLOYEE ENTRANCE CHECK LIST

Employee's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Department Head \_\_\_\_\_

Starting Date \_\_\_\_\_

**CHECKLIST**

DATE	DONE	N/A	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	Urine test
_____	<input type="checkbox"/>	<input type="checkbox"/>	Psiko test result
_____	<input type="checkbox"/>	<input type="checkbox"/>	Fingerprint
_____	<input type="checkbox"/>	<input type="checkbox"/>	LSPR Email
_____	<input type="checkbox"/>	<input type="checkbox"/>	Familiarization by Department Head
_____	<input type="checkbox"/>	<input type="checkbox"/>	Facilities
_____	<input type="checkbox"/>	<input type="checkbox"/>	Employee Book
_____	<input type="checkbox"/>	<input type="checkbox"/>	Employment contract
_____	<input type="checkbox"/>	<input type="checkbox"/>	Personal Data Form
_____	<input type="checkbox"/>	<input type="checkbox"/>	Applicant CV
_____	<input type="checkbox"/>	<input type="checkbox"/>	Copy KTP
_____	<input type="checkbox"/>	<input type="checkbox"/>	Copy KK
_____	<input type="checkbox"/>	<input type="checkbox"/>	NPWP
_____	<input type="checkbox"/>	<input type="checkbox"/>	BPJS Ketenagakerjaan
_____	<input type="checkbox"/>	<input type="checkbox"/>	BPJS Kesehatan
_____	<input type="checkbox"/>	<input type="checkbox"/>	Ijazah & Transkrip S1
_____	<input type="checkbox"/>	<input type="checkbox"/>	Ijazah & Transkrip S2
_____	<input type="checkbox"/>	<input type="checkbox"/>	Ijazah & Transkrip S3
_____	<input type="checkbox"/>	<input type="checkbox"/>	Asuransi non BPJS
_____	<input type="checkbox"/>	<input type="checkbox"/>	Pas Foto (Softfile)
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<b>Expat</b>
_____	<input type="checkbox"/>	<input type="checkbox"/>	Copy passpor
_____	<input type="checkbox"/>	<input type="checkbox"/>	CV
_____	<input type="checkbox"/>	<input type="checkbox"/>	Facilities
_____	<input type="checkbox"/>	<input type="checkbox"/>	Photo 4x6 softcopy
_____	<input type="checkbox"/>	<input type="checkbox"/>	Urine test for expat
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	
_____	<input type="checkbox"/>	<input type="checkbox"/>	

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