



# EMPLOYEE ENTRANCE CHECK LIST

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

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

Department \_\_\_\_\_

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

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

**CHECKLIST**

DATE    DONE    N/A

**Personal**

- \_\_\_\_\_   Urine test
- \_\_\_\_\_   Psikotest result
- \_\_\_\_\_   Fingerprint
- \_\_\_\_\_   LSPR Email
- \_\_\_\_\_   Familiarization by Department Head
- \_\_\_\_\_   Facilities \_\_\_\_\_
- \_\_\_\_\_   Employee Book \_\_\_\_\_
- \_\_\_\_\_   Employment contract
- \_\_\_\_\_   Personal Data Form
- \_\_\_\_\_   Applicant CV
- \_\_\_\_\_   Copy KTP
- \_\_\_\_\_   Copy KK
- \_\_\_\_\_   NPWP
- \_\_\_\_\_   BPJS Ketenagakerjaan
- \_\_\_\_\_   BPJS Kesehatan
- \_\_\_\_\_   Ijazah & Transkrip S1
- \_\_\_\_\_   Ijazah & Transkrip S2
- \_\_\_\_\_   Ijazah & Transkrip S3
- \_\_\_\_\_   Asuransi non BPJS
- \_\_\_\_\_   Pas Foto (Softfile)

**Expat**

- \_\_\_\_\_   Copy passpor
- \_\_\_\_\_   CV
- \_\_\_\_\_   Facilities \_\_\_\_\_
- \_\_\_\_\_   Photo 4x6 softcopy
- \_\_\_\_\_   Urine test for expat

- \_\_\_\_\_   \_\_\_\_\_
- \_\_\_\_\_   \_\_\_\_\_
- \_\_\_\_\_   \_\_\_\_\_
- \_\_\_\_\_   \_\_\_\_\_
- \_\_\_\_\_   \_\_\_\_\_