



University of the Philippines Manila

The Health Sciences Center

Human Resource Development Office

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ONBOARDING CHECKLIST

NAME OF EMPLOYEE		COLLEGE/UNIT	
POSITION		DATE HIRED	
NAME OF SUPERVISOR		HRDO PERSONNEL	

TIMELINE	TASK	COMPLETED			REMARKS
		YES	NO	DATE	
I. PRE-EMPLOYMENT	Receive notification from HRD for passing the recruitment process.				% RSP Section
	Receive list of pre-employment requirements.				% RSP Section
	Submit pre-employment requirements to the unit/college.				
II. ORIENTATION	Take an Oath of Office.				
	Submit requirements for first salary.				% Appt. Section
	Orientation by the Administrative Officer about the organizational structure and function.				
	Attend the orientation program in the HRDO.				% RSP & Benefits Section
	Supervisor discuss the duties and responsibilities and prepare the IPCR				
III. IMPLEMENTATION	Attendance to L & D interventions: A. Values orientation workshop B. Government Ethical Standard C. Basic Customer Service D. Gender and Development Sensitivity Seminar E. Basic Office Communication D.Others: _____				
	Supervisor conducts coaching and mentoring				
IV. INSTALL	Preparation of Staff Development Plan				
	Discussion of IPCR rating with the supervisor				