

Checklist for the Adaptation Process – HR Manager (template)

Organizational unit:	
Workplace:	
Employee:	
Start date:	
HR manager:	

	Checkbox	Date
Prior to the employee's start date		
Provide the employee with instructions regarding the necessary documents and request they submit them several days prior to the start date	<input type="checkbox"/>	
Provide the employee with the required documents for the pre-employment medical examination	<input type="checkbox"/>	
Prepare the employment documents and submit them to the head of the unit for signing	<input type="checkbox"/>	
Enter all relevant information into the IS	<input type="checkbox"/>	
Prepare the induction training	<input type="checkbox"/>	
On the first day		
Provide the employee with instructions for the induction training and give them a welcome pack	<input type="checkbox"/>	
Complete all relevant documentation	<input type="checkbox"/>	
Explain the benefits system to the employee	<input type="checkbox"/>	
In the first week		
Check with the employee that everything is working properly, and inform the supervisor if there are any discrepancies	<input type="checkbox"/>	
Towards the end of the probationary period (first 3 months)		
Notify your supervisor 2 weeks in advance of the impending end of the new employee's probationary period	<input type="checkbox"/>	
After 6 months/before the end of the first year		
Notify your supervisor 2 weeks in advance of the approaching deadline	<input type="checkbox"/>	