Form No.: HR3-2-1

Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

Employee Onboarding Checklist (**v2.5**)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Information** | | | | | | | |
| Name |  | | | Department |  | Unit |  |
| Academic qualifications |  | | | **Title** |  | Telephone |  |
| Recruitment Channel | Social recruitment □ Campus recruitment □ | | | | Is there any non-compete agreement |  |  |
| **Note: Please organize and submit the onboarding documents in the order shown below. Salary commencement is subject to the completeness and authenticity of the submitted documents.** | | | | | | | |
| Employees are required to submit the following documents, which will be reviewed and organized by the Department's HR Secretary and then submitted to the Department of Human Resources. | | | | | | | |
| 1.□ Offer Letter Report-to-Work Form | | 2.□ Copies of ID (Passport) in triplicate | | | | 3.□ Original Medical Examination Report (within the last 3 months) | |
| 4.□ Copies of Academic Degrees and Certificates with Verification Reports/Certifications | | 5.□ Original of Resignation Certificate from Former Employer  □ Copy of Postdoctoral Outbound Certificate  □ Fresh Graduate | | | | 6.□ Copies of Professional Titles and Qualification Certificates | |
| 7.□ Resume | | 8.□ Copy of Chinese Bank Card (Shenzhen Card) | | | | 9.□ Blue Background Electronic ID Photo (Sent to designated email) | |
| Employees are required to fill out the following documents, which will be reviewed by the Department's HR Secretary and then submitted to the Department of Human Resources. | | | | | | | |
| 10.□ Employee Onboarding Checklist | | | 11.□ Employee Information Registration Form | | | 12.□ Employment Contract in triplicate | |
| 13.□ Meal Recharge Confirmation Form | | | 14.□ Dormitory Check-in Application Form | | | 15.□ Trade Union Membership Registration Form  □ Do not join the Trade Union | |
| 16.□ Love Mutual Aid Foundation Membership Application Form  □ Do not join the Love Mutual Aid Foundation Other instructions | | | | | |  | |
| Confirmation by the Hiring Unit | | | | | | | |
| The employee has reported to our department. We will start arranging work for the employee from \_\_\_\_\_\_\_\_\_\_\_[MM/DD/YYYY].  **Signature of Responsible Person/Date:** | | | | | | | |
| Review by Department | | | | | | | |
| The Department has received all the employee's **Signature of HR Secretary:**  onboarding materials on \_\_\_\_\_\_\_[MM/DD/YYYY],  and they have been verified as qualified. | | | | | | | |
| Verification by Department of Human Resources | | | | | | | |
| The Department of Human Resources received the employee's onboarding materials on \_\_\_\_\_\_\_\_ [MM/DD/YYYY]. Upon verification:  □ All documents are complete □ Documents are incomplete □ Other instructions | | | | | | | |
| Employee ID No.: , onboarding materials have been archived. | | | | | | | |
| **Signature of Officer in Charge/Date:** | | | | | | | |