AMETECS	NEW EMPLOYEE CHECKLIST	Effective Date: 1 May 2025	
		Document Code: IMS-RM-F04	
		Rev. #.00	Ref #:

EMPLOYEE INFORMATION

Name: PRAMOD KUMAR VIDYANAND PRASAD	Start date: 03.08.2026
Position: Welder Assistant	Engineer: ANANTHAKRISHNAN R

FIRST DAY

☑ Provide the employee with the New Employee Workbook.

☑ Assign "buddy" employee(s) to answer general questions.

POLICIES& ADMINISTRATIVE PROCEDURES

☑ Review key policies.

- Anti-harassment
- Vacation and sick leave
- Holidays
- Time and leave reporting
- Dress code

Employee Reference Check

- Personal conduct standards
- Progressive disciplinary actions
- Security / Safety
- Confidentiality
- Emergency procedures
- Visitors

E-mail and Internet use

- Introduction Email
- Office/desk/work station/Telephone
- Mail (incoming and outgoing)
- Shipping (FedEx, DHL, and UPS)
- Conference Room
- Office Supplies

ADMINISTRATIVE PROCEDURES

☑ Review general administrative procedures

☒ Email Creation _____

☒ Laptop #N/A

☒ Mobile #N/A

☒ Company Car #N/A

☒ Business Card #N/A

☒ Office Key _____

☑ Medical Insurance Has been issued

☑ Bank Account Opening YES

☑ Any Other _____

INTRODUCTIONS AND TOURS

☑ Give introductions to department staff and key personnel during tour.

☑ Tour of facility, including:

- Restrooms
- Copy centers
- Fax machines
- Bulletin board
- Parking
- Printers
- Office supplies
- Kitchen
- Coffee/vending machines
- Emergency exits and supplies

POSITION INFORMATION

☑ Introductions to the team.

☑ Review initial job assignments and training plans.

☑ Review job description and performance expectations and standards.

☑ Review job schedule and hours.

☑ Review payroll timing, time cards (if applicable), and policies and procedures.

COMPUTERS

☒ Hardware and software reviews, including:

- E-mail
- Intranet
- Microsoft Office System
- Data on shared drives
- Databases
- Internet

PRAMOD KUMAR VIDYANAND PRASAD

Employee

ANANTHAKRISHNAN R

Engineer