|  |  |  |  |
| --- | --- | --- | --- |
| **New Employee Entry Checklist** | | | |
| **Date\*：** | | | |
| **Name\*** | **First Name：** | **Department\*** |  |
| **Surname：** |
| **Reporting Date\*** |  | **Job Title\*** |  |
| **Research and Development (R&D)** | | | |
| **NO.** | **System Account Access** | **Complete** | **Remark** |
|  |  |  |  |
| **Administration** | | | |
| **NO.** | **Documents** | **Complete** | **Remark** |
|  |  |  |  |