

Annex 5: Onboarding Checklist

I. Background of Field Ready Türkiye/ Programs			
	Topics/Tasks	Person Responsible	
1	Review of role description & how fits into the existing team (direct and indirect reporting lines)	Director / Supervisor	
2	Overview of systems, documents and who to approach for what	HR/Coordinator	
3	Contract and annexes provided for review	HR	
4	How programs are developed, approved & prioritized	Supervisor	
5	How to recognize potential partners/projects/people to speak further with	Supervisor	

II. HR

	Topics/Tasks	Person Responsible	
1	Contract and annexes signed& scanned. Copy given to new hire.	HR	
2	References confirmed and background check completed	HR	
3	Introduced in writing to supervisor	HR	
4	Introduced in writing to whole team(team@)	Supervisor	
5	Introduced in weekly team meeting	Supervisor	
6	New Hiring Form	HR	
7	Role Description, CV/Resume, Government Issued ID Attached with Fully Completed	HR	
8	Confirm bank details for pay/expenses	HR/Finance	
9	Business cards ordered (if approved)	Director	

IV. Finance/Accounting Neededfor Position

	Topics/Tasks	Person Responsible	
1	Time and Effort Templateexplained	Finance	
2	Monthly invoicing & expense process explained.Set up on Xero for submitting invoices.	Finance	
3	Approval process for spending explained(including supporting documents needed}	Finance	
4	Procurement explained/ Global Accounting & Procurement Manual	Finance	

V. Information & Technology

	Topics/Tasks	Person Responsible	
1	Field Ready Türkiye email account created. Name confirmed to meet criteria(<u>chosen-name.surname@fieldready.org</u>)Guidance on format for email signature	HR/Coordinator	
2	Field Ready Türkiye equipment provided & stickered, if necessary (for example, mobile phone, computer}. Added to inventory list.	Supervisor	
3	For new computers, administrator access added (in addition to user access}	Supervisor	
4	Software set up (if needed)	Supervisor	
	Calendar invites for team meetings and other relevant meetings sent in Google calendar, using Doodle for meeting availability	Coordinator	

VI. Field-Based Staff - Country Specific Items

	Topics/Tasks	Person Responsible	
1	Safety and security briefing conducted (first priority)	Supervisor	
2	Country overview,program objectives and activities	Supervisor	
3	Encouraged to register with home country	Supervisor	
4	Transportation	Supervisor	
5	Keys and other local details	Supervisor	
6	Basic Equipment Use & maintenance, if applicable	Supervisor	

VII. End of Assignment/ Departure/ Termination

	Topics/Tasks	Person Responsible	
1	Return keys, IT and other equipment - including any IT passwords	Supervisor	
2	Debriefing/exit interview	Supervisor	
3	Duties of departing staff member re-assigned. File transferred.	Director / Supervisor	
4	Departing staff member removed from email and all IT systems; HR Lead notified prior to last day	HR/Coordinator	
5	Team notified of staff departure & whom to contact instead	Director / Supervisor	
6	Reference letter provided, if requested	Director / Supervisor	