Job On-boarding Management Flowchart

HR/Administration Specialist	Comprehensive Department Manager	Manager of Relevant Department	Deputy Manager/Director of Relevant Department	Deputy Manager/Director of Comprehensive Department	General Manager

HR/Administration Specialist

1. Gather job materials
2. Confirm insurance
3. Hand out Company Regulations, Occupation Introduction and Employee Handbook
4. Sign the contract
5. Department introduction

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Administrative staff
1. Hand out office stationery
2. Hand out USB disk backup of commonly used forms and lists
3. Arrange accommodation

Comprehensive Department Manager

Job Introduction
1. Confirm the salary, rules for probation period
2. Introduce regular meetings, activities and assessment method

Manager of Relevant Department

Department Introduction:
1. Members & division of work
2. Duty
3. Endorse the registration form of job application

Deputy Manager/Director of Relevant Department

Endorse the registration form of job application

Deputy Manager/Director of Comprehensive Department

Endorse the registration form of job application

General Manager

Endorse the registration form of job application

1. Archive personnel files
2. Deal with employment procedures

1. Follow up the work situation during probation period
2. Train employees during probation period