

## ORIENTATION CHECKLIST A & B

### 入职清单 A & B

Name of Employee: 员工姓名:			
Position: 职位:		Department: 部门:	

<b>Welcome Kit:</b> 欢迎礼包:
<ul style="list-style-type: none"> <li>▪ Welcome Letter from GM</li> <li>▪ 来自总经理的欢迎信</li> <li>▪ Welcome note from DHR with meeting schedule (one-on-one with other Dept. Heads)</li> <li>▪ 来自人力资源部的问候语，附有会议安排（与其他部门主管一对一会面）</li> <li>▪ Mission Statement</li> <li>▪ 使命宣言</li> <li>▪ Job Description</li> <li>▪ 职位描述</li> <li>▪ Employee Handbook</li> <li>▪ 员工手册</li> <li>▪ Grade A &amp; B privileges</li> <li>▪ A &amp; B 级特权</li> <li>▪ Hotel's fact Sheet/brochures, etc.</li> <li>▪ 酒店情况简报 / 宣传册等</li> <li>▪ Strategic Management Brochure</li> <li>▪ 战略管理手册</li> <li>▪ Staff Stay-Over Staff Policy</li> <li>▪ 员工留宿政策</li> <li>▪ F&amp;B Discount Policy</li> <li>▪ 餐饮折扣政策</li> <li>▪ Bank Account Enrollment Form</li> <li>▪ 银行账户登记表</li> <li>▪ Medical Insurance Enrollment Form</li> <li>▪ 医疗保险登记表</li> <li>▪ Transportation Schedule (from housing to hotel and back)</li> <li>▪ 交通安排（往返住处和酒店）</li> <li>▪ Bomb Threat</li> <li>▪ 炸弹威胁</li> <li>▪ Name Badge</li> <li>▪ 名牌</li> <li>▪ Hotel Pin</li> <li>▪ 酒店徽章</li> <li>▪ Business Card(s)</li> <li>▪ 名片</li> <li>▪ Other forms (Alcohol, Driving License, phone, etc.)</li> <li>▪ 其它表格（饮酒、驾照、电话等）</li> <li>▪ Map &amp; places of interest</li> <li>▪ 地图 &amp; 名胜古迹</li> </ul>

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**Government Formalities:**  
**政府手续:**

- Residence Permit
- 居住证
- Medical Check-up
- 体检
- Health Card
- 医保卡
- Labor Contract/Labor Card
- 劳工合同 / 劳动卡
- Time frame for the above
- 上述证件的有效期限

**Benefits:**  
**福利:**

- Accommodation/Utilities/Housekeeping services
- 住宿 / 公用事业设备 / 家政服务
- Laundry Timings
- 洗衣时间安排
- Meals
- 用餐
- Recreational facilities (Oasis Resort/gym, etc.)
- 娱乐设施 (绿洲度假村 / 健身馆等)
- Medical/Insurance
- 医疗 / 保险
- House Doctor
- 常驻医生
- Steward Sales
- 内部销售

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General: 常规:
<ul style="list-style-type: none"> <li>▪ Accommodation/Building facilities</li> <li>▪ 住宿 / 建筑设施</li> <li>▪ Currency</li> <li>▪ 货币</li> <li>▪ Transportation</li> <li>▪ 交通</li> <li>▪ Culture/Religion/Dress Code</li> <li>▪ 文化 / 宗教 / 着装要求</li> <li>▪ Law &amp; Order</li> <li>▪ 法律 &amp; 法令</li> <li>▪ Facilities/shopping</li> <li>▪ 设施 / 购物</li> <li>▪ Salary/salary advance</li> <li>▪ 薪金 / 预支薪金</li> <li>▪ Mail/mailling address</li> <li>▪ 邮寄 / 邮寄地址</li> <li>▪ Human Resources Policy Manual</li> <li>▪ 人力资源政策手册</li> <li>▪ Fire &amp; Safety Manual</li> <li>▪ 消防安全手册</li> <li>▪ Others :</li> <li>▪ 其它: _____</li> <li style="margin-left: 100px;">_____</li> <li style="margin-left: 100px;">_____</li> </ul>

Declaration: 声明:
<p>I have received relevant materials and all the above was discussed and explained to my entire satisfaction.            我已收到相关材料，并对所有上述论及和解释内容表示完全满意。</p>

Employee Name : 员工姓名:	Date : 日期:	Signature : 签名: