



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
DEPARTMENT OF HUMAN RESOURCE**

NEW STAFF INDUCTION PROGRAM

NAME OF STAFF..... **DESIGNATION**:.....

PF. NO.:..... **GRADE**:.....**DEPARTMENT**:.....

	ACTIVITY	CHECKLIST	
		YES	NO
1.	New staff submits appointment documents to Central Registry <i>(as guided by the Document checklist attached)</i>		
2.	The staff reports to HOD who raises the Staff Movement Advice Form		
3.	Registry Staff directs the new staff to HR Department		
4.	HR takes the staff to the 3 main Divisions of the University:		
	i. Administration Division		
	ii. Academic Affairs (AA)		
	iii. Research Production & Extension (RPE)		
5.	Visit to University amenity areas (conducted by HR):		
	i. Catering (cafeteria)		
	ii. Hospital		
	iii. Library		
	iv. Sports and Games		
	v. Finance		
	vi. University Co-operative SACCO (Fundilima)		
	vii. Overview of entire JKUAT and its environs		
6.	New staff is given ISO Awareness guideline manuals for sensitization <i>(Planning Admin section)</i>		
7.	Perusal of official Documents <i>(accessible through the official university website(s))</i>		
8.	Issuance of Staff Identity Card and official email address; all accessible through HR department website		
9.	Staff reports to respective department for further orientation and assignment of duties <i>Staff to be issued with a staff Job description at the Department</i>		

Note: The new staff upon reporting to the Department, the COD should forward the employee's name to Planning – Admin, section to be slotted in the upcoming ISO Awareness Training Programme.

NAME..... **SIGN**..... **DATE**.....

HUMAN RESOURCE MANAGER



JKUAT is ISO 9001:2015 and ISO 14001:2015 Certified



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DOCUMENT CHECKLIST

SNo	Document Title	Applicable to	Condition	Remarks
1	Application for Employment Form	All	Completed, no blanks	
2	Two Passport Photos	All	Coloured	
3	Medical Examination Form	All	Certified by CMO, JKUAT	
4	Terms & Conditions of Service	All	Completed by appointee	
5	Appointment letter (2 copies)	All	Completed, no blanks	
6	NHIF	All	Legible Copy of NHIF Card	
7	NSSF	All	Legible copy of NSSF Card	
8	KRA PIN Certificate	All	Certificate from KRA	
9	National Identity	All	Original ID card & Copy for certification	
10	Personal Data Form	All	Completed and witnessed	
11	Bank Details Form	All	Completed	

VERIFIED BY:

NAME..... **SIGN**..... **DATE**.....

SUPERVISOR INCHARGE, CENTRAL REGISTRY



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