

UAE EMPLOYEE ON-BOARDING CHECKLIST

(Free Download)

Compliant with Federal Decree Law No. 33 of 2021.

Last Updated: 04 - 02 - 2026 (Subject to Change with UAE Labour Law New Updates)

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CheckPoint 01 – Recruitment Closure & Offer Validation

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Offer Stage

- Offer letter issued
- Salary structure approved (basic vs allowances)
- Job title and reporting line defined
- Working hours and location specified
- Probation period stated
- Notice period stated

Internal Approvals

- Budget approval
- Headcount approval
- Hiring manager sign-off
- HR approval

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CheckPoint 02 – Employment Contract & Legal Registration

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Contract Preparation

- Employment contract prepared (MOHRE / Free Zone format)
- Offer letter matches labour contract
- Benefits and entitlements verified
- Leave policy aligned to UAE law
- Overtime policy defined

Registration

- Contract registered in MOHRE / Authority system
- Digital signatures obtained
- Labour card created

CheckPoint 03 – Visa, Immigration & Medical

- Entry permit issued
- Medical fitness test completed
- Emirates ID biometrics
- Residence visa stamped
- Health insurance activated
- Work permit issued

CheckPoint 04 – Pre Boarding Administration

Employee Data

- Passport copy
- Photos

- Education certificates
- Bank details (WPS compliant)
- Emergency contacts
- Dependent details (insurance)

Systems Setup

- HRMS profile created
- Email ID generated
- Payroll setup
- Attendance system
- Access card prepared
- Laptop / phone arranged

CheckPoint 05 – Day 01 Corporate Induction

Documentation

- Original documents verified
- Signed policies collected,
 - Code of Conduct
 - IT & Acceptable Use
 - Confidentiality & Data Protection

Legal Orientation

- Probation rules explained
- Leave structure explained
- Working hours policy
- Overtime policy
- Disciplinary process

- Complaint / grievance channels

CheckPoint 06 – Workplace & Culture Integration

- Office tour
- Team introductions
- Reporting structure clarified
- Company vision & values
- Cultural expectations explained
- HSE briefing

CheckPoint 07 – Systems & Tools Activation

Mandatory

- Email activated
- ERP / CRM access
- HRMS login tested
- VPN access
- Cybersecurity training
- Data privacy training

CheckPoint 08 – Role Onboarding & Performance Design

Job Setup

- Job description shared
- KPIs documented
- Success metrics defined
- Stakeholder map shared

Training

- Role specific training
- Product / service training
- Soft skills training
- UAE labour law awareness

CheckPoint 09 – Probation Management

Monitoring

- 30-day review
- 60-day review
- 90-day review
- Feedback documented
- Attendance tracked
- Cultural integration assessed

Outcome

- Confirmation letter issued OR
- Probation termination executed
- Correct notice applied
- MOHRE updated
- Payroll updated

HRM LEGAL DEFENCE FILE (MUST HAVE)

Every onboarding case should contain the following. This becomes your compliance audit pack.

Document	Status
Offer letter	<input type="checkbox"/>
Labour contract	<input type="checkbox"/>
Visa copies	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Signed policies	<input type="checkbox"/>
KPI plan	<input type="checkbox"/>
Probation review	<input type="checkbox"/>