

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)

===== **CheckPoint 01 – Recruitment Closure & Offer Validation** =====

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

===== **CheckPoint 02 – Employment Contract & Legal Registration** =====

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"/>