

Chatsworth Medi@rt Academy Pte Ltd

Onboarding Processes

For New Employee and Intern

1. Pre-boarding

- i. Preparation of Letter of Offer
- ii. Offering of Service Appointment
- iii. Prepare IT equipments & working table/stationary etc

2. Welcome

- i. Introducing the office
- ii. Orientation conducted by each department
 - a. HR & Finance Department
 - Company's policies & Culture
 - Payroll, Annual & Medical leave
 - b. Admissions & Operations Department
 - Introducing the department & its operation
 - c. Academic Department & its operation
 - Introducing the department & its operation
 - d. Sales and Marketing Department
 - Introducing the department & its operation
 - e. Make The Change
 - The business & its operations

3. Role-Specific Training

- i. New employee
 - 1st to 3rd Month - probation period - on job training
 - 4th month - follow up, review & Confirmation
 - 6 months & year end review
 - The new employee will be given relevant course training if needed throughout the employment.
- ii. Intern
 - On job training for the first month.
 - Monthly follow up review sessions.
 - Give relevant course training if needed.