

YOUR CHECKLIST

ACTION	CHECK
1. Submitted the information/documents that my HRPartner requested in the expression of interest email.	<input type="checkbox"/>
2. Reviewed my Offer of Appointment, signed and sent back to my HRPartner.	<input type="checkbox"/>
3. Submitted the filled and signed Reference Verification form.	<input type="checkbox"/>
4. Submitted the filled Medical clearance form (MS-3/MS-2) to the medical unit as instructed in the email from my HRPartner.	<input type="checkbox"/>
5. Signed and submitted the Onboarding forms.	<input type="checkbox"/>
6. Undertaken the mandatory courses and submitted the certificates.	<input type="checkbox"/>
7. Confirmed my travel date.	<input type="checkbox"/>
8. Confirmed my booking and received my ticket.	<input type="checkbox"/>
9. Before I travel, I have carried with me; <ul style="list-style-type: none"> ➤ Copy of my ticket ➤ Valid National passport ➤ Offer of Appointment ➤ Attestation letter (if applicable) ➤ Visa letter (if applicable) 	<input type="checkbox"/>
10. After the check-in formalities are completed and have arrived at the duty station, I have submitted the boarding passes and/or stamped MoP to RSCE.	<input type="checkbox"/>
11. I have submitted the application for UNLP (if applicable) to HQ for processing.	<input type="checkbox"/>
12. I have raised and submitted my Expense Report in UMOJA within 14 days from my travel date.	<input type="checkbox"/>