



21 January 2021,

Dear Trainees,

Welcome!

It is my pleasure to welcome you to the DoubleTree by Hilton Surabaya Family!

Your journey with DoubleTree by Hilton Surabaya begins today and we hope it will be a life changing experience.

Team Members are at the core of our business and you are now a part of a wide network of diverse groups of individuals that goes beyond 100 countries. Together, we take pride in creating exceptional experiences for our guests, high value for our owners and positive impact in our communities.

A trendsetter in the industry with more than hundred years of experience, we continue to define hospitality with innovative ideas.

As we take giant leaps and expand our global foot print we are honored to have you on board as a member who will transform hospitality and cerate history with us.

I wish you all the very best and look forward to see you at DoubleTree by Hilton Surabaya!

Yours sincerely,

A handwritten signature in black ink, reading "Raymond Johnny". To the right of the signature is a small version of the DoubleTree by Hilton Surabaya logo.

DOUBLETREE
by Hilton
SURABAYA

Raymond Johnny
Human Resources Manager
DoubleTree by Hilton Surabaya

DoubleTree by Hilton Surabaya
Jl. Tunjungan No. 12, Genteng - Surabaya
East Java, 60275, Indonesia
Tel +62(0) 31 992 53015 Fax +62(0) 31 992 99699
DoubleTreeSurabaya.Info@Hilton.com
www.DoubleTreeSurabaya.com

Trainee onboarding checklist



There is always a lot to learn on a new job, not only about the work, but also about our culture and organizational procedures. We want you to know we are all eager to see you succeed and there will be plenty of opportunity for you to learn and grow in your role.

To aid you in your slightly overwhelming first day here on [01 February 2021](#) (trust us, we understand!)

We have attached a [check list to be prepared](#):

Items
Scan ID Card / KTP (send by email)
Scan Insurance / BPJS Kesehatan (send by email)
Scan Parents Statement (send by email)
Medical Check-Up
Covid-19 Test
Rectal Swab (for Culinary & FB Service Position)

Lampiran Double Tree Hilton Surabaya

No	Periode	Jumlah	NIM	Nama mahasiswa
1	Juli - Desember 2021	2	2019030135	Nabilla Jovanka Putri
2			2017030029	Yustri Mustiana Simanjuntak