

# New Hire Checklist

Candidate name: Muhammad Zain  
 Designation: • Net Developer  
 Department: Software House.  
 Date of Joining: Aug-10-2022

	Step Description	YES	NO	Notes
	<b>Pre-Arrival Steps</b>			
1	HR Interview (Telephonic)			
2	Assessment			
3	HR 2 <sup>nd</sup> interview			
4	Hiring Manager Interview			
5	Additional Interview			
6	Education (Min. Requirement Met)			
7	Experience			
8	Employed			
9	Notice Period (if applicable)			
10	Last Salary Withdrawn	95K		
11	Expected Salary	95K		
12	Vaccinated Against Covid			
	<b>Documentation</b>	YES	NO	Notes
1	2 Cnic's			
2	2 Photographs			
3	Experience letter			
4	Resignation Acceptance			
5	Educational Documents			
6	Payslips (if any)			
7	Others <u>NDA</u>			
	<b>Onboarding</b>	YES	NO	Notes
1	Orientation			
2	Credentials			
Email Address	<u>House No R-781 Sec. 15-A/3 bufferzone karachi</u>			
Phone Number	<u>03186433869</u>			