

New Hire Checklist

Candidate name: Areeb Lari
 Designation: O.E.S
 Department: Billing
 Date of Joining: 12-08-22

Step Description		YES	NO	Notes
Pre-Arrival Steps				
1	HR Interview (Telephonic)	<input checked="" type="checkbox"/>		
2	Assessment	<input checked="" type="checkbox"/>		
3	HR 2 nd interview	<input checked="" type="checkbox"/>		
4	Hiring Manager Interview	<input checked="" type="checkbox"/>		
5	Additional Interview	<input checked="" type="checkbox"/>		
6	Education (Min. Requirement Met)	<input checked="" type="checkbox"/>		
7	Experience		<input checked="" type="checkbox"/>	
8	Employed		<input checked="" type="checkbox"/>	
9	Notice Period (if applicable)		<input checked="" type="checkbox"/>	
10	Last Salary Withdrawn		<input checked="" type="checkbox"/>	
11	Expected Salary			40K
12	Vaccinated Against Covid	<input checked="" type="checkbox"/>		
Documentation				
1	2 Cnic's	<input checked="" type="checkbox"/>		
2	2 Photographs	<input checked="" type="checkbox"/>		
3	Experience letter	<input checked="" type="checkbox"/>		
4	Resignation Acceptance		<input checked="" type="checkbox"/>	
5	Educational Documents		<input checked="" type="checkbox"/>	
6	Payslips (if any)	<input checked="" type="checkbox"/>		
7	Others		<input checked="" type="checkbox"/>	
Onboarding				
1	Orientation	<input checked="" type="checkbox"/>		
2	Credentials	<input checked="" type="checkbox"/>		
Email Address		<u>Areeb Shahid 47@gmail.com</u>		
Phone Number		<u>0302-2258585</u>		