

New Hire Checklist

Candidate name: Zaviyar Ali
 Designation: Negotiation officer
 Department: Med - Legal
 Date of Joining: 01-08-2022

	Step Description	YES	NO	Notes
	Pre-Arrival Steps			
1	HR Interview (Telephonic)	✓		
2	Assessment			
3	HR 2 nd 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10	Last Salary Withdrawn		45K	
11	Expected Salary		50K	
12	Vaccinated Against Covid	✓		
	Documentation	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 NDA	✓		
	Onboarding	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
	Email Address	aleezaviyar@gmail.com		
	Phone Number	0336-27697610		