

New Hire Checklist

Candidate name: Elhan Sebastian
 Designation: Negotiation officer
 Department: WCD Collections
 Date of Joining: 15th Aug 2022

	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10	Last Salary Withdrawn		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		<input checked="" type="checkbox"/>	
12	Vaccinated Against Covid	<input checked="" type="checkbox"/>		
	Documentation	YES	NO	Notes
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			
	Onboarding	YES	NO	Notes
1	Orientation	<input checked="" type="checkbox"/>		
2	Credentials	<input checked="" type="checkbox"/>		
	Email Address	<u>braganza.elhan43@gmail.com</u>		
	Phone Number	<u>03333-107965</u>		