

# New Hire Checklist

Candidate name: USAMA SHAIKH  
 Designation: Negotiation officer  
 Department: NS  
 Date of Joining: 15-Aug-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| 10                       | Last Salary Withdrawn            |                                  | 65K    |       |
| 11                       | Expected Salary                  |                                  | 40,000 |       |
| 12                       | Vaccinated Against Covid         | ✓                                |        |       |
| <b>Documentation</b>     |                                  |                                  |        |       |
| 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>        |                                  |                                  |        |       |
| 1                        | Orientation                      | ✓                                |        |       |
| 2                        | Credentials                      | ✓                                |        |       |
| Email Address            |                                  | <u>usamashaiikh450@gmail.com</u> |        |       |
| Phone Number             |                                  | <u>0349-1878376</u>              |        |       |