

New Hire Checklist

Candidate name: Muhammad Yahya
 Designation: Negotiation officer
 Department:
 Date of Joining: 15-Aug-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| 10 | Last Salary Withdrawn | | 35K | |
| 11 | Expected Salary | | 55K | |
| 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 <u>NDA</u> | ✓ | | |
| | Onboarding | YES | NO | Notes |
| 1 | Orientation | ✓ | | |
| 2 | Credentials | ✓ | | |
| | Email Address | <u>Yahya.palijo5@gmail.com</u> | | |
| | Phone Number | <u>03347332151</u> | | |