

# New Hire Checklist

Candidate name: Muhammad Muzaffar  
 Designation: Verification officer  
 Department: Verification  
 Date of Joining: 15/8/22

	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10	Last Salary Withdrawn			
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>Muhammad785@gmail.com.</u>				
Phone Number: <u>0324-2145123</u>				