

New Hire Checklist

Candidate name: Xavier
 Designation: Negotiation Officer
 Department: WC Collection
 Date of Joining: 15-08-2022

	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			
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10	Last Salary Withdrawn	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"/>		UOK
11	Expected Salary	<input checked="" type="checkbox"/>		SOK
12	Vaccinated Against Covid	<input checked="" type="checkbox"/>		
Documentation				
1	2 Cnic's	<input checked="" type="checkbox"/>		
2	2 Photographs	<input checked="" type="checkbox"/>		
3	Experience letter			
4	Resignation Acceptance			
5	Educational Documents	<input checked="" type="checkbox"/>		
6	Payslips (if any)			
7	Others	<input checked="" type="checkbox"/>		
Onboarding				
1	Orientation			
2	Credentials			
Email Address: <u>xfernandes57@gmail.com</u>				
Phone Number: <u>03182356393</u>				