

New Hire Checklist

Candidate name: SHABEEH -UL HUDA
 Designation: NEGOTIATION OFFICER
 Department: INC
 Date of Joining: 15/08/2022

	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10	Last Salary Withdrawn		100K	
11	Expected Salary			
12	Vaccinated Against Covid	✓		
Documentation				
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				
1	Orientation	✓		
2	Credentials	✓		
Email Address <u>Shabeehulhuda@gmail.com</u>				
Phone Number <u>03310248649</u>				