

New Hire Checklist

Candidate name: Mansoor Ahmed Rashdi
 Designation: Verification off
 Department: Verification
 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		2.5 years	
8	Employed			
9	Notice Period (if applicable)			
10	Last Salary Withdrawn	33,000		
11	Expected Salary	45,000		
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			
Onboarding				
1	Orientation	✓		
2	Credentials	✓		
Email Address		mansoorjamil93@gmail.com		
Phone Number		0304-8706089		