

New Hire Checklist

Candidate name: ZARA - C. J. THOMAS
 Designation: EXECUTIVE SECRETARY
 Department: OPERATION'S support executive
 Date of Joining: 22/08/2022

	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10	Last Salary Withdrawn	SSK		
11	Expected Salary	60-85K		
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>zara-thomas 847@gmail.com</u>				
Phone Number <u>0317-8917064</u>				