

New Hire Checklist

Candidate name: MAF EEL
 Designation: assistant operation
 Department: operations
 Date of Joining: 23 Aug - 22

	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10	Last Salary Withdrawn		28K	
11	Expected Salary		32K	
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	✓		
<div style="display: flex; justify-content: space-between;"> <div>Email Address</div> <div><u>Syed Maf eel 83 @ gmail . com</u></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Phone Number</div> <div><u>0310 1178310</u></div> </div>				