

New Hire Checklist

Candidate name: SHIMRON ROMMEL
 Designation: BUSINESS DEVELOPMENT OFFICER
 Department: SALES & MARKETING
 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10	Last Salary Withdrawn		110K	
11	Expected Salary		60+K	
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>Shimronrommel7@gmail.com</u>				
Phone Number <u>6305-3260254</u>				