

New Hire Checklist

Candidate name: Ghazi Ibrahim Soomro
 Designation: Operations Executive
 Department: Operations
 Date of Joining: 24-08-2022

	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10	Last Salary Withdrawn	25,000/-		
11	Expected Salary	40K		
12	Vaccinated Against Covid	✓		
	Documentation	YES	NO	Notes
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	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address	<u>ghazi soomro25@gmail.com</u>			
Phone Number	<u>03322454442</u>			