

New Hire Checklist

Candidate name: Muhammad Nalash
 Designation: Social Media Executive
 Department:
 Date of Joining: 23/October/2023

	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10	Last Salary Withdrawn			
11	Expected Salary			
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	✓		
	Onboarding	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address				
Phone Number				