

# New Hire Checklist

Candidate name: Muhammad Ashas  
 Designation: Operation Support executive  
 Department: Operation support  
 Date of Joining: 23-Oct-2023

	Step Description	YES	NO	Notes
	<b>Pre-Arrival Steps</b>			
1	HR Interview (Telephonic)			
2	Assessment			
3	HR 2 <sup>nd</sup> 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10	Last Salary Withdrawn			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	✓		
	<b>Documentation</b>	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			
	<b>Onboarding</b>	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address	<u>ashas.muhammad.612@gmail.com</u>			
Phone Number	<u>03118372574</u>			