

# New Hire Checklist

Candidate name: Farukh Khan  
 Designation: Ops Support Executive  
 Department: Support Operations  
 Date of Joining: 01 Nov 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10	Last Salary Withdrawn			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>Farukh.Khan@aol.com</u>			
Phone Number	<u>0333 3310766</u>			