

New Hire Checklist

Candidate name: Khuram ALI
 Designation: Operation Suppl Executive
 Department: _____
 Date of Joining: 1-11-2023

	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10	Last Salary Withdrawn			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		<u>Muzamilkashied582@gmail.com</u>		
Phone Number		<u>0311-2546951</u>		