

New Hire Checklist

Candidate name: M. Humain Khan
 Designation: Operations Support Executive
 Department: Support Operation
 Date of Joining: 1 - Nov - 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10	Last Salary Withdrawn			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>humain.khan.343@gmail.com</u>		
	Phone Number	<u>03122309313</u>		