

New Hire Checklist

Candidate name: Nasreen
 Designation: Office Support Staff
 Department: Administration
 Date of Joining: 1-Nov-2023

	Step Description	YES	NO	Notes
Pre-Arrival Steps				
1	HR Interview (Telephonic)	<input checked="" type="checkbox"/>		
2	Assessment	<input checked="" type="checkbox"/>		
3	HR 2 nd interview	<input checked="" type="checkbox"/>		
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10	Last Salary Withdrawn			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				
1	2 Cnic's	<input checked="" type="checkbox"/>		
2	2 Photographs	<input checked="" type="checkbox"/>		
3	Experience letter			
4	Resignation Acceptance			
5	Educational Documents			
6	Payslips (if any)			
7	Others			
Onboarding				
1	Orientation	<input checked="" type="checkbox"/>		
2	Credentials	<input checked="" type="checkbox"/>		
Email Address				
Phone Number				