

New Hire Checklist

Candidate name: Kashif
 Designation: Office Boy
 Department: Admin
 Date of Joining: 02/11/23

	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10	Last Salary Withdrawn			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				
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter			
4	Resignation Acceptance			
5	Educational Documents			
6	Payslips (if any)			
7	Others			
Onboarding				
1	Orientation	✓		
2	Credentials	✓		
Email Address				
Phone Number <u>0306 2424003</u>				