

New Hire Checklist

Candidate name: Zahra Zainab
 Designation: Negotiation officer
 Department: WC
 Date of Joining: 6th-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		5+ years	
8	Employed	✓		
9	Notice Period (if applicable)		✓	
10	Last Salary Withdrawn		90 thb (approx)	
11	Expected Salary		50k	
12	Vaccinated Against Covid	✓		
	Documentation	YES	NO	Notes
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter		✓	
4	Resignation Acceptance	✓		Email format
5	Educational Documents	✓		
6	Payslips (if any)		✓	
7	Others			certificates of Eng. language (2) ms-office course / Covid Vacc doc
	Onboarding	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address		Zara.Zainab40@gmail.com		
Phone Number		0349-3805814.		