

New Hire Checklist

Candidate name: RAJA ZAIN
 Designation: Negotiation Officer
 Department:
 Date of Joining: 06-11-2023

	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10	Last Salary Withdrawn		60,000 / 2	
11	Expected Salary		50,000 / 2	
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		zaynsuleman1992@gmail.com.		
Phone Number		0317-2945300.		