

New Hire Checklist

Candidate name: Ajmal Khan
 Designation: office boy
 Department: admin
 Date of Joining: 6th 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		<input checked="" type="checkbox"/>	
5	Additional Interview		<input checked="" type="checkbox"/>	
6	Education (Min. Requirement Met)		<input checked="" type="checkbox"/>	
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10	Last Salary Withdrawn			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		<input checked="" type="checkbox"/>	
4	Resignation Acceptance		<input checked="" type="checkbox"/>	
5	Educational Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Payslips (if any)		<input checked="" type="checkbox"/>	
7	Others			
	Onboarding			
1	Orientation	<input checked="" type="checkbox"/>		
2	Credentials	<input checked="" type="checkbox"/>		
Email Address				
Phone Number				