

New Hire Checklist

Candidate name: Ali Haider
 Designation: negos
 Department: WC
 Date of Joining: 6/11/23

	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	1.5y		
8	Employed			
9	Notice Period (if applicable)			
10	Last Salary Withdrawn	48K		
11	Expected Salary	50+		
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		alehaider056@gmail.com		
Phone Number		0313-3602894		