

New Hire Checklist

Candidate name: DARREN
 Designation: _____
 Department: _____
 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			
8	Employed			
9	Notice Period (if applicable)			
10	Last Salary Withdrawn	45000		
11	Expected Salary	60000		
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: <u>DARRENmiaz3@gmail.com</u>				
Phone Number: <u>03060021440</u>				