

# New Hire Checklist

Candidate name: Malik Ammar Bangash  
 Designation: Back office operator  
 Department: \_\_\_\_\_  
 Date of Joining: 06-Nov-2023

	Step Description	YES	NO	Notes
	<b>Pre-Arrival Steps</b>			
1	HR Interview (Telephonic)	✓		
2	Assessment	✓		
3	HR 2 <sup>nd</sup> interview	✓		
4	Hiring Manager Interview	✓		
5	Additional Interview			
6	Education (Min. Requirement Met)	✓		
7	Experience			
8	Employed	✓		
9	Notice Period (if applicable)		X	
10	Last Salary Withdrawn		6000	
11	Expected Salary		55000	
12	Vaccinated Against Covid	✓		
	<b>Documentation</b>	YES	NO	Notes
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter		✓	
4	Resignation Acceptance		✓	
5	Educational Documents	✓		
6	Payslips (if any)	✓		
7	Others	✓		
	<b>Onboarding</b>	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address	<u>khanammar943@gmail.com</u>			
Phone Number	<u>0330-2856928</u>			