

## New Hire Checklist

Candidate name: ABBAS LAKDA  
 Designation: BA  
 Department: Software Development  
 Date of Joining: Feb 6 2024

|               | 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)    |     |    |       |
| 10            | Last Salary Withdrawn            |     |    |       |
| 11            | Expected Salary                  |     |    |       |
| 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 | ABBAS LAKDA53@gmail.com          |     |    |       |
| Phone Number  | 03243103691                      |     |    |       |