

New Hire Checklist

Candidate name: Ayia3
 Designation: UI/UX Designer
 Department: Software Dev
 Date of Joining: 12/02/2024

	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10	Last Salary Withdrawn			
11	Expected Salary			
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		mayjazshabbis@gmail.com		
Phone Number		03118350592		