

New Hire Checklist

Candidate name: Eleanor Eve D'Souza
 Designation: Business Development executive
 Department: BD Logistics
 Date of Joining: 12/02/2024

	Step Description	YES	NO	Notes
Pre-Arrival Steps				
1	HR Interview (Telephonic)	<input checked="" type="checkbox"/>		
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10	Last Salary Withdrawn			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	<input checked="" type="checkbox"/>		
Documentation				
1	2 Cnic's	<input checked="" type="checkbox"/>		
2	2 Photographs			
3	Experience letter			
4	Resignation Acceptance			
5	Educational Documents			
6	Payslips (if any)			
7	Others			
Onboarding				
1	Orientation			
2	Credentials	<input checked="" type="checkbox"/>		
Email Address	<u>Eledsouza92@gmail.com</u>			
Phone Number	<u>03068594762</u>			