

# New Hire Checklist

Candidate name: Khuzama Ali  
 Designation: BDE (Business development Executive)  
 Department: Logistics  
 Date of Joining: 12 Feb 24

	Step Description	YES	NO	Notes
<b>Pre-Arrival Steps</b>				
1	HR Interview (Telephonic)	<input checked="" type="checkbox"/>		
2	Assessment	<input checked="" type="checkbox"/>		
3	HR 2 <sup>nd</sup> Interview	<input checked="" type="checkbox"/>		
4	Hiring Manager Interview	<input checked="" type="checkbox"/>		
5	Additional Interview	<input checked="" type="checkbox"/>		
6	Education (Min. Requirement Met)	<input checked="" type="checkbox"/>		
7	Experience			
8	Employed		<input checked="" type="checkbox"/>	1 year
9	Notice Period (if applicable)		<input checked="" type="checkbox"/>	
10	Last Salary Withdrawn			120,000/-
11	Expected Salary			85,000/-
12	Vaccinated Against Covid	<input checked="" type="checkbox"/>		
<b>Documentation</b>				
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>				
1	Orientation			
2	Credentials	<input checked="" type="checkbox"/>		
Email Address		Khuzamaali0@gmail.com		
Phone Number		0331-2234005		