

New Hire Checklist

Candidate name: M. Samin Mahboob
 Designation: Talent Acquisition
 Department: HR
 Date of Joining: 18 - April - 2022

	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10	Last Salary Withdrawn			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	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			
	Onboarding	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
Email Address	<u>Sam39303@gmail.com</u>			
Phone Number	<u>03453280785</u>			