

New Hire Checklist

Candidate name: Amanet Ari
 Designation: SEO Executive
 Department:
 Date of Joining: 6/5/2022

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10	Last Salary Withdrawn			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			35k
12	Vaccinated Against Covid			50k
		☒		
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: <u>Mahevananatarcin@gmail.com</u>				
Phone Number: <u>0305 2916844</u>				