

New Hire Checklist

Candidate name: Sushan Khan
 Designation: Operation Support Executive
 Department: Billing
 Date of Joining: 16-May-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10	Last Salary Withdrawn	26458		
11	Expected Salary	30000+		
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		Sushan.Alam.Developer@gmail.com		
Phone Number		0344-3629464		