

New Hire Checklist

Candidate name: Ansharah Zameer
 Designation: HR-Intern
 Department: HR
 Date of Joining: 23-5-2022

	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10	Last Salary Withdrawn			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			
12	Vaccinated Against Covid			
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>ansharahzameer@567@gmail.com</u>			
Phone Number	<u>03052761093</u>			