

### New Hire Checklist

Candidate name: Mustafa Ali

Designation: Database

Department: Software

Date of Joining: \_\_\_\_\_

	Step Description	YES	NO	Notes
<b>Pre-Arrival Steps</b>				
1	HR Interview (Telephonic)	✓		
2	Assessment			
3	HR 2 <sup>nd</sup> interview	✓		
4	Hiring Manager Interview			
5	Additional Interview			
6	Education (Min. Requirement Met)	✓		
7	Experience	✓		
8	Employed		X	
9	Notice Period (if applicable)		X	
10	Last Salary Withdrawn			
11	Expected Salary			
12	Vaccinated Against Covid	✓		
<b>Documentation</b>				
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter	✓		
4	Resignation Acceptance	✓	X	
5	Educational Documents	✓	X	
6	Payslips (if any)			
7	Others			
<b>Onboarding</b>				
1	Orientation	✓		
2	Credentials	✓		
Email Address		X		
Phone Number		X		