

New Hire Checklist

Candidate name: Mustafa Ali
 Designation: Database
 Department: Software
 Date of Joining: _____

	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		X	
9	Notice Period (if applicable)		X	
10	Last Salary Withdrawn			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	✓	X	
5	Educational Documents	✓	✓	
6	Payslips (if any)			
7	Others			
Onboarding				
1	Orientation	✓		
2	Credentials	✓		
Email Address _____				
Phone Number _____				