

## New Hire Checklist

Candidate name: Christopher  
 Designation: EMP  
 Department: HR Med Legal  
 Date of Joining: 6/6/22

	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		✓	
9	Notice Period (if applicable)		✓	
10	Last Salary Withdrawn	35,000		
11	Expected Salary	50,000		
12	Vaccinated Against Covid	✓		
<b>Documentation</b>				
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter		✓	
4	Resignation Acceptance			
5	Educational Documents	✓	✓	
6	Payslips (if any)		✓	
7	Others			
<b>Onboarding</b>				
1	Orientation	✓		
2	Credentials	✓		
Email Address	<u>Honeyyouname860@gmail.com</u>			
Phone Number	<u>0309-2486163</u>			