

New Hire Checklist

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

	Step Description	YES	NO	Notes
	Pre-Arrival Steps			
1	HR Interview (Telephonic)	<input checked="" type="checkbox"/>		
2	Assessment		<input checked="" type="checkbox"/>	
3	HR 2 nd interview	<input checked="" type="checkbox"/>		
4	Hiring Manager Interview	<input checked="" type="checkbox"/>		
5	Additional Interview			
6	Education (Min. Requirement Met)	<input checked="" type="checkbox"/>		
7	Experience		<input checked="" type="checkbox"/>	
8	Employed		<input checked="" type="checkbox"/>	
9	Notice Period (if applicable)		<input checked="" type="checkbox"/>	
10	Last Salary Withdrawn		<u>35,000</u>	
11	Expected Salary		<u>50,000</u>	
12	Vaccinated Against Covid	<input checked="" type="checkbox"/>		
	Documentation			
1	2 Cnic's	<input checked="" type="checkbox"/>		
2	2 Photographs	<input checked="" type="checkbox"/>		
3	Experience letter		<input checked="" type="checkbox"/>	
4	Resignation Acceptance			
5	Educational Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Payslips (if any)		<input checked="" type="checkbox"/>	
7	Others			
	Onboarding			
1	Orientation	<input checked="" type="checkbox"/>		
2	Credentials	<input checked="" type="checkbox"/>		
Email Address		<u>Honeyyouna860@gmail.com</u>		
Phone Number		<u>0309-2486163</u>		