

New Hire Checklist

Candidate name: Agha Muhammad Talha
 Designation: Negotiation Officer
 Department: Med legal
 Date of Joining: 13-06-2022

	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10	Last Salary Withdrawn	65,000		
11	Expected Salary	60,000		
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 <i>AF</i>	✓		
2	Credentials	✓		
Email Address	<i>aghatajha0007@gmail.com</i>			
Phone Number	<i>03341-8070400</i>			