

New Hire Checklist

Candidate name: Wasi hussain
 Designation: Operation support executive
 Department: Operation support
 Date of Joining: 16-6-22

	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10	Last Salary Withdrawn			
11	Expected Salary			
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	✓		
2	Credentials	✓		
Email Address	<u>zaidifara2650@gmail.com</u>			
Phone Number	<u>0317-2041028</u>			