

### 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
	<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10	Last Salary Withdrawn			
11	Expected Salary			
12	Vaccinated Against Covid	✓		
	<b>Documentation</b>	YES	NO	Notes
1	2 Cnic's	✓		
2	2 Photographs	✓		
3	Experience letter		X	
4	Resignation Acceptance			
5	Educational Documents	✓		
6	Payslips (if any)		X	
7	Others			
	<b>Onboarding</b>	YES	NO	Notes
1	Orientation	✓		
2	Credentials	✓		
	Email Address	<u>zaidifarooz650@gmail.com</u>		
	Phone Number	<u>0317-2041428</u>		