

### New Hire Checklist

Candidate name: Muhammad Awaiz Adil  
 Designation: Operation support Executive  
 Department: OPSE  
 Date of Joining: 21/june/2022

	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10	Last Salary Withdrawn			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>	<b>YES</b>	<b>NO</b>	<b>Notes</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>	<b>YES</b>	<b>NO</b>	<b>Notes</b>
1	Orientation			
2	Credentials			
	Email Address	<u>mughalawais34@gmail.com</u>		
	Phone Number	<u>0347 2443252</u>		