

### New Hire Checklist

Candidate name: Muhammad Awais 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| 10                       | Last Salary Withdrawn            |     |    |       |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>     |                                  |     |    |       |
| 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>        |                                  |     |    |       |
| 1                        | Orientation                      |     |    |       |
| 2                        | Credentials                      |     |    |       |
| Email Address            | <u>mughalawais34@gmail.com</u>   |     |    |       |
| Phone Number             | <u>03472443252</u>               |     |    |       |