

NEW HIRING - CHECKLIST		
S. No.	Description	Remarks
1	Prior designation/current designation	
2	Designation (Similar Titles)	
	(Suggest few designation as per the market)	
3	Years of experience in specific job role	
4	Reporting structure ( Is it to management or Team Lead/Manager)	
5	Work location (Showroom number/head office)	
6	Number of hiring	
7	Hiring time (Immediate, 1 month)	
8	Working hours (9-6, 10-7, 9-7, 8-8)	
9	Education (Highschool/Bachelors/PG in the same specailisation or related to department?)	
10	Certification (Any specific certifications required to qualify?/plus if the candidate has )	
11	Any specific industry experience (Automative/logistics/finance/consultancy)	
12	Any specific company experience (Al Futtaim/Al Rostamani/concentrix)	
13	Salary range (Lowest and the highest pay for the role)	
14	Visa type (Visit visa/spouse visa/cancelled visa)	
15	Nationality (Pakistan/Indian/phillipino/lebanese/egyptian)	
16	Age (25-30, 30-35, 35-40, 40-50)	
17	Any additional langauage other than English (Arabic, Spanish, French, Chinese)	
18	Did he required to travel for work purpose ?	
19	Do candidate requires multiple industry experience?	
20	Team Handling experience is required ?	
21	Driving license (Own car/ company and fuel expenses will be own or company will provide ?)	
22	Is shortlisted candidate required to work on trial ? If yes (days)?	
23	Is comission involved along with the salary ? If yes then how much?	
24	skills or mandatory work experience	
25	Interviewed by (Stages after CEO round)	
26	Objective of the job Purpose of the job opening	
27	Screening questions (questions needs to be asked while screening candidate and answers)	
28	Technical test (It will be given as per the requirement might be excel or behavioural questions)	
29	Job description during trial working (Roles and resposnbilities to be done while working for trial for the purpose of evaluation)	
30	Stake holders for job evaluation (internal departments, external vendors)	
31	Internal departments job evaluation	
32	Recuritment Source (LinkedIn, Recuritment Agency, Head Hunting)	
33	Experience (Local, International, Home Country)	
34	Travel Experience (exposure to different countries for business)	
35	Divison or Department	
36	Career Level	
37	Candidate Location	
38	Current or Past Employer Size	
39	Trial Pay	
40	Remote work	
41	KPI	
42	Practical test	
43	Next Career Path	