

Complete Hiring Process Checklist

End-to-End Recruitment Checklist — UAE Labour Law Aligned | HR Kingsman — Arseel Nasher

■ This checklist covers the full hiring cycle. Each phase must be completed before proceeding to the next. UAE Labour Law Federal Decree-Law No. 33 of 2021 compliance is mandatory at all stages.

Position	Department	Hiring Manager	Target Start Date

■ PHASE 1 — PRE-RECRUITMENT

✓	Action Item	Owner	Target / Date
■	Manpower Requisition Form (MRF) raised and approved	HR / Manager	
■	Headcount budget confirmed with Finance	Finance / HR	
■	Job Description prepared / updated and signed off	HR	
■	Sourcing strategy defined: internal / external / agency / direct	HR	
■	Time-to-hire SLA agreed with hiring manager	HR	
■	Visa and relocation requirements confirmed	PRO / HR	

■ PHASE 2 — SOURCING & SCREENING

✓	Action Item	Owner	Target / Date
■	Job posted on approved channels (LinkedIn, Naukrigulf, Gulf Talent, internal)	HR	
■	CVs screened against minimum criteria from JD	HR	
■	Phone / video pre-screening completed (15–20 mins per candidate)	HR	
■	Shortlist of 3–5 candidates prepared and shared with hiring manager	HR	
■	Interview slots scheduled and confirmed with all parties	HR	

■ PHASE 3 — INTERVIEWS & ASSESSMENT

✓	Action Item	Owner	Target / Date
■	Structured first-round interview conducted (HR) — scorecard completed	HR	
■	Technical / panel interview conducted (Hiring Manager) — scorecard completed	Manager	
■	Final interview conducted if required (Leadership)	Director / CEO	
■	Interview scorecards collated and compared	HR	
■	Reference checks completed (minimum 2 professional references)	HR	
■	Background / document verification completed	HR	

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■ PHASE 4 — OFFER & PRE-BOARDING

✓	Action Item	Owner	Target / Date
■	Verbal offer made and terms discussed with preferred candidate	HR	
■	Formal Offer Letter issued (UAE Labour Law compliant)	HR	
■	Signed Offer Letter received and filed	HR	
■	Pre-employment documents collected (passport, visa, certs, photos, medical)	HR	
■	UAE Work Permit / Visa processing initiated if required	PRO / HR	
■	IT access, email, and system accounts requested	IT	
■	Onboarding schedule and Day 1 plan prepared	HR	
■	Announcement / welcome communication prepared	HR / Manager	

■ PHASE 5 — ONBOARDING (Days 1–90)

✓	Action Item	Owner	Target / Date
■	Day 1: Welcome, office tour, team introductions, workstation ready	HR / Manager	Day 1
■	Employment Contract signed (UAE-compliant fixed-term)	HR	Day 1
■	HR induction: policies, procedures, benefits, systems, code of conduct	HR	Week 1
■	Role-specific orientation and objectives set with hiring manager	Manager	Week 1
■	30-day check-in meeting completed (HR + Manager)	HR	Day 30
■	60-day performance and integration review completed	Manager	Day 60
■	90-day probation review — formal confirmation of employment	HR + Manager	Day 90