

Recruitment Policy:

We are committed to our equal opportunity policy at every selection stage. Hiring teams should aim for a well-planned and discrimination-free hiring process.

Also, we never take payment from candidates for the recruitments

Scope

This recruitment and selection policy applies to all employees who are involved in hiring for our company. It refers to all potential job candidates.

Different Methods of Recruitments:

1. Through Manpower Agencies
2. Referrals
3. Advertising
4. Walk In
5. Internal Transfer/Promotions

Policy elements

What is the recruitment and selection process?

Generally, hiring teams could go through the following steps:

1. Identify need for an opening
2. Decide whether to hire externally or internally
3. Review the job description and compose a job ad
4. Select appropriate sources (external or internal) for posting the opening
5. Decide on the selection stages and possible timeframe
6. Review resumes in company database
7. Source passive candidates
8. Shortlist applications
9. Proceed through all selection stages

10. Run background checks
11. Select the most suitable candidate
12. Make an official offer

Stages may overlap. Hiring managers may remove/add steps as appropriate. The first five stages are mandatory in every hiring process.

Employee selection stages

Our company has a standard hiring process that may be tweaked according to a role's requirements. Our standard process involves:

- Resume screening
- Phone screening
- Interview

Interview feedback

Recruiters/ hiring managers should always inform candidates they interviewed that they decided to reject them. Leaving candidates in the dark can be damaging to our employer brand.

Also, we encourage hiring managers to send interview feedback to candidates. They should first though check with HR to make sure they won't invite legal action. Being brief, respectful and keeping feedback job-related are the general rules for writing feedback emails to candidates.

